



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS37 Daily Gazette Monday - 11 September
2023.pdf**

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 PS37 Weekly Gazette Thursday - 14 September 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS37 Weekly Gazette Thursday - 14 September 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0729793

Department of Finance

Closing Date: Monday 02 October 2023

Job Title	Department of Finance - Accounting & Finance Internship (2023-2024)
Job Type	Casual, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 2
Position Number	2023/DOF/INTERN
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE INTERNSHIP

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

This is a unique opportunity, where as part of our Internship Program, you will report to a Senior Accountant/Analyst and work on a range of tasks, where you could develop:

- treasury management skills by helping to manage the flow of money within the Australian Government.
- financial reporting skills and gain experience by:
 - preparing monthly, or annual financial statements for the Australian Government
 - providing accounting advice to government departments and agencies.
- budgeting skills by providing advice and support to departments and agencies preparing their annual budgets.
- analytical skills, by learning how to prepare financial models and reports and facilitate payments for the Australian Government Investment Funds program which disburses approximately \$2 billion annually for major government initiatives and manages investments of approximately \$50 billion.
- skills to analyse and prepare financial reports for the multi-billion dollar Commonwealth superannuation benefits programs.
- capacity to positively influence Government decision making by preparing briefing and advice to senior Finance officials and the Minister for Finance.

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

A placement start date is subject to obtaining a baseline security clearance, with the process undertaken by Finance with successful candidates. It is anticipated that interns will commence in December 2023 or early 2024. All roles will be based in the Parliamentary Triangle, close to Parliament House working from our office located at 1 Canberra Avenue, Forrest.

ABOUT FINANCE

Finance is a central agency in the Australian Public Service (APS), and plays a key role supporting and influencing the Australian Governments decisions. At Finance, you will get to see the diversity of the work that the Australian Government does. We have diverse responsibilities extending far beyond managing the Government's finances, from building specialist government facilities, supporting the federal election process and running whole-of-government IT platforms, to managing large investment funds and superannuation schemes worth \$256 billion. **Duties**

WHAT WE OFFER

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

Interns will be employed as a casual APS 2 employee for up to two days per week, based around study commitments (including exams), with the option to work additional hours during holidays, including throughout the 2023-24 Summer. Applicants studying for a higher degree, e.g masters or PhD, may be employed at the APS3 level, at Finance's discretion.

Casual positions are of an irregular/intermittent nature with hours and working days varying as required, including to fit around your university classes. As an APS 2 intern you will be paid an hourly rate based on an annual salary of \$59,029 per annum (pro-rata) plus a 25% loading in lieu of annual and personal leave (excluding long service leave).

WHO WE ARE LOOKING FOR

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

We are seeking candidates who are:

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

ONLINE CANDIDATE INFORMATION SESSION

An online candidate information session with a Q&A will be hosted over Microsoft Teams on Thursday 21 September 2023 at 1:30PM AEST - 2:30PM AEST.

To view the event live, please [click here](#).

HOW TO APPLY

As part of your application, you will be required to upload a copy of your current CV along with your academic transcript. You will also be required to respond to the following question (maximum 250 words):

How would an Internship with Finance align with your career goals and ambitions? **Eligibility**

ELIGIBILITY ADVICE & CANDIDATE NOTES

- 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.
- You must be in your second or third year studies, majoring in Accounting or Finance.

CONTACT INFORMATION

- For questions relating to the online lodgement of your application, please email the Recruitment team via recruitment@finance.gov.au or call (02) 6215 1717 between 8:30am - 5:00pm AEST Monday to Friday.
- For specific questions relating to this job vacancy, please refer to the details on the contact officer located in the downloadable job pack.

Notes

CANDIDATE NOTES:

- A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.
- Relocation assistance is not able to be offered as part of the internship. Candidates wishing to take up these opportunities who reside outside the Canberra region will need to relocate at their own expense.

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

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	Recruitment Team, (02) 6215 1717
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0729798

National Heavy Vehicle Regulator

Closing Date:Monday 18 September 2023

Safety and Productivity
Productivity and Freight Performance Based Standards Review Team

Job Title	Senior Policy Officer
Job Type	Full-Time, Non-Ongoing
Location	Newstead QLD
Salary	\$114,110 - \$122,084
Classification	
Position Number	1232
Agency Website	

Job Description

<https://careers.nhvr.gov.au/jobs/search?query=>

Duties

About the role

We have an exciting opportunity for a dynamic Senior Policy Officer to join our team in this project position. You will contribute to making the heavy vehicle industry safer, resulting in fewer road deaths and injuries. You will do this by driving reform of the Performance Based Standards (PBS) scheme. The scheme has been in place since 2007 and is being reviewed to ensure it can continue to promote innovation in design, enabling the ongoing transition to a safer and more productive heavy vehicle fleet. The review is looking at vehicle standards, as well as the governance arrangements and policy underpinnings of the scheme.

This is a **temporary full time role till June 2025** based in our Brisbane office and you will be part of a small high performing team. On offer is a flexible, supportive and inclusive environment where the work you produce plays an important part in making Australia's freight network and supply chains safer and more efficient.

Eligibility

About You

Motivated to contribute to outcomes, you will be an out of the box thinker, who thrives on solving complex policy and technical matters through collaboration. You will have the ability to work independently and contribute effectively in a supportive team environment. The role has a lot on the go at any time, and requires high level problem-solving, creativity, perseverance, as well as solid planning and prioritisation skills.

Excellent written and verbal communication skills are essential. You will need to build rapport and develop strong stakeholder relationships across multiple sources, taking ownership of your work.

You will have a background in public policy, regulation, or economics, or perhaps you are an engineer with experience in broader strategy roles. A working knowledge of the heavy vehicle industry (or the ability to rapidly acquire) will be highly regarded.

Application Process

If the above position sounds like an opportunity for you, apply today with your CV and cover letter via our Careers page - <https://www.nhvr.gov.au/about-us/careers>. For any further information visit our [website](#).

Applications close 5pm 18 September 2023. Previous applicants need not re-apply.

Successful applications will be subject to a background check which includes a criminal history check.

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

About Us

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

We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

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

Notes

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Sangeeta Paul, (07) 3309-8814
Agency Recruitment Site	https://careers.nhvr.gov.au/jobs/search?query=

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Vacancy VN-0729520

Job Title	APS Level 6 - GMP Assessors (Several Positions)
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Parramatta NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-MDPQDIV-20021
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

The **GMP Assessor** position plays a crucial role in the regulation of therapeutic goods in Australia by performing GMP assessments of overseas manufacturing sites to ensure medicinal products supplied to Australia are manufactured to international quality standards. These assessments are performed across the entire spectrum of medicinal products regulated by the TGA including Active Pharmaceutical Ingredients (APIs), vaccines, chemical and biological prescription medicines as well as over the counter and listed medicines.

We engage with a wide range of stakeholders, including international regulatory authorities and evaluate equivalency of overseas GMP standards with Australian framework as well as participating in various forums and engage with a broad range of stakeholders to support the broader goals of the TGA. If you want to be part of a team who support the supply of medicinal products in Australia, we want to hear from you.

Duties

- Undertaking desk top based compliance verification/technical review of sterile and non-sterile medicine (including biotech) and/or API manufacturers;
- Liaising with international regulators and assessing equivalency against Australian framework to establish and maintain inspection reliance, where required;
- Applying sound decision making and judgement, including quality assurance of risks in assessing documentary evidence associated with GMP clearance applications, inspection reliance assessment and related enquiries in accordance with applicable regulatory requirements and principles of best practice regulation;
- Initiating, establishing and maintaining strong relationships with a broad range of stakeholders and exercising high level consultation skills to effectively liaise with Australian sponsors, overseas regulators, overseas manufacturers (when required), and other teams within the TGA;
- Providing accurate specialist advice and in depth interpretation of legislation and technical guidance documents relevant to the regulation of manufacturers;
- Undertaking statistical analysis and providing details on the number, type, and kinds of applications received/processed and assessments performed, where required;
- Undertake other duties as directed, commensurate to the classification level of the position.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close **11:30pm AEST**.

Applicants are asked to quote reference number **23-MDPQDIV-20021** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Rheannon McNeil, 0262898164
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Vacancy VN-0729528

Therapeutic Goods Administration

Closing Date: Monday 25 September 2023

Medical Devices and Product Quality
Laboratories Biomaterials and Engineering

Job Title	Executive Level 1 - Senior Engineer/Team Leader
Job Type	Full-Time, Non-Ongoing
Location	Fairbairn ACT
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-MDPQDIV-20024
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

The Biomaterials & Engineering Section is looking for a **Senior Engineer/Team Leader** to help deliver key outcomes and priorities for the Laboratories Branch within the Therapeutic Goods Administration.

This is a great opportunity for those with an engineering/laboratory background to work in a dynamic agile work environment. To lead a high functioning team to deliver priority testing work for the section, deliver associated high-quality technical advice to the section director, and other stakeholders, both internal and external.

Through the role, you will also use regulatory and scientific judgement to draw conclusions on the compliance of medical devices with regulatory requirements. Additionally, you use your expertise to continuously improve business processes and practices, in line with the branch's quality management system.

Duties

- Develop and manage the delivery of testing projects, including preparing project proposals and testing plans, making recommendations to guide the response to testing outcomes and reviewing and approving reports.
- Maintain current knowledge of new testing methods and tools, prepare proposals for the acquisition and use of new equipment and technologies and oversee evaluations of new equipment to establish its efficacy and compliance with required standards.
- Contribute to the development of standards, guidance documents, standard operating procedures and other scientific and business processes to support ongoing business improvement activities.
- Undertake desktop reviews and evaluations of therapeutic products (especially mechanical and materials aspects of medical devices), to ensure they meet regulatory requirements and professional quality standards in line with the application of a risk-based approach to regulation.
- Prepare timely, high-quality reports that summarise and provide an independent scientific assessment of the data and information submitted.
- Make regulatory recommendations and decisions based on technical evaluation of the information provided, considering the wider implications of such recommendations, and specifying how any deficiencies may be addressed.
- Undertake peer review of reports created by other team members, to ensure regulatory and quality standards are consistently applied across the team.
- Supervise and mentor other analysts and coordinate and manage workflows to ensure timely delivery of tasks.
- Liaise and collaborate with internal and external stakeholders regarding:
- Maintain the high-quality output of the Section

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and

- Obtaining and maintaining a security clearance at the required level.

Mandatory Qualification:

To be eligible for this position applicants must hold a Degree in Engineering (or equivalent) relevant to medical devices is required. **Notes**

Applications close **11:30pm AEST**.

Applicants are asked to quote reference number **23-MDPQDIV-20024** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill **non-ongoing positions only**. Non-ongoing positions will be offered on a specified term basis for an initial period of 18 months with the possibility of being extended.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Lucan Baillie, 02 6289 2835
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0728896

Bureau of Meteorology

Closing Date: Sunday 24 September 2023

Business Solutions
Agriculture and Water

Job Title	Senior/Water Markets Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Canberra ACT, Sydney NSW, Hobart TAS
Salary	\$84,670 - \$116,115
Classification	APS Level 6;Executive Level 1
Position Number	60018317 + 60018318
Agency Website	

Job Description

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

The Water Markets Specialist roles support the Bureau's mission to deliver increased value and impact to Australia's water sector – through provision of specialist advice, customer engagement and relationship management – focussed on our role in collecting and reporting water markets information.

The Bureau is central to the quality and availability of water information across the country, having been entrusted as Australia's water information agency via the Water Act of 2007. It delivers its water information functions through the collaboration of over 200 data provider organisations, which are named in the Water Regulations 2008. The data these organisations provide are also listed in the Water Regulations 2008 and associated documents.

The Bureau is seeking an experienced professional to provide leadership in our contribution to the Government's water markets reform agenda and our ongoing role as collector, manager and provider of water markets information.

The Bureau is currently consulting with Basin state governments, water trade approval authorities and water market intermediaries in the design of data standards, revision of water regulations and the development of a new water markets information system. These are all designed to improve the access to, and transparency of, water markets data and to support effective regulation and compliance.

This role will provide specialist advice, reports, and consultation with external and internal stakeholders to deliver these water markets reforms and to embed these into ongoing operations. It will work closely with the Senior Water Markets Lead and the team to deliver integrated and collaborative solutions that are grounded through strong stakeholder and customer engagement.

Duties

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

- Supporting the Senior Water Markets Lead to provide detailed advice on the conduct, operation and reporting of water markets and related areas as a part of the Bureau's involvement in the Government's water reform agenda.
- Supporting engagement with the water sector, water markets participants (Irrigation Infrastructure Operators, brokers, market participants, State and Territory agencies, water authorities and the broader water sector) on water markets matters.
- Liaising closely with complementary teams developing the Water Data Hub and other ICT systems, to ensure user needs, water markets issues, and other technical aspects are taken into account.
- Working with a small team of customer-focussed staff in consultation, engagement and regulations development activities across a broad group of Commonwealth, State/Territory and industry stakeholders.
- Supporting the delivery of the Agriculture and Water Program Plan and undertaking other tasks related to Bureau priorities as required.

- Representing priority customers within the Bureau, clearly documenting and communicating the value derived from existing products and services, and prioritising new initiatives.
- Maintaining very high written and verbal communication skills, which reflect the trust and quality associated with the Bureau brand, while supporting staff to develop and maintain these standards.
- Representing the Bureau in public, government and industry forums, in a professional manner that represents the quality and trust associated with the Bureau brand.
- Committing to continuous personal development, including the development of subject matter expertise in customers' business processes, regulatory and policy environments, and in the application of Bureau capabilities to customer challenges and opportunities.
- Building and maintaining a strong understanding of customers' operating environment, including macro-economic drivers, value chains, market gaps and critical decision-making processes that are impacted by water, weather and climate.
- Maintaining a close awareness of Commonwealth policy initiatives and political drivers in the Agriculture, Water and Environment portfolio, and overseeing the administration of Water Regulations 2008.
- Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for their own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility Notes

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

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	Angela De Duonni, angela.deduonni@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0729783

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 25 September 2023

Exports & Veterinary Services
Residues & Food Non Prescribed Goods

Job Title	Director - Non Prescribed Goods
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$136,118 - \$158,149
Classification	Executive Level 2
Position Number	2023/2652
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Exports and Veterinary Services Division provides export inspection and certification services and develops strategies to gain, improve or maintain market access for a wide range of food, inedible animal by-products, live animals, and reproductive materials. It provides residue monitoring services to Australian primary industries and administers 40 tariff rate quotas for products to the European Union, United States of America, Indonesia, and Japan. The division also includes the Codex contact point, which coordinates technical input from both industry and government to develop Australia's position on international food standards.

The Residues and Food Branch has the export regulatory programs for dairy, fish and egg products, organic exports, and non-prescribed food and animal by-products and exporters. This includes the development of operational policy and guidelines, instructional material, technical training and its delivery and reporting and engagement of industry and government stakeholders. The branch is also responsible for the National Residue Survey that conducts animal and plant residue testing for participating industries. The branch provides for the policy for the Imported Food Inspection Scheme as well as being responsible for a number of regulatory reform projects.

The Non-prescribed Goods (NPGs) Export Program sets regulatory policy for, and is the export regulator of, goods considered NPGs under the Export Control Act 2020. NPGs include wool, petfood, rendered products, skins and hides, processed food and honey. Trade of these products was worth \$10.75bn in 2021/22. The team makes decisions, solve problems and provides information that have direct impacts on the exporters of NPGs. We operationalise legislation and make administrative decisions that enable trade of these goods. We help our NPG industries understand the requirements and what they need to do, responding through our inbox, phone, website, industry advice notices, industry association meetings and more. We also work closely with colleagues across the Agricultural Trade Group to help maintain, improve and gain new market access for Australian agricultural industries. We are part of a huge regulatory, business and system reform agenda, with the challenges growing daily as our trading partners introduce new and complex import requirements. We are contributing to how we regulate and how we digitally enable our export systems and the export services we provide. The team is the business lead for implementing the new certification system. We are also responsible for the cost recovery arrangements.

The Job

As the successful applicant you will provide leadership for the NPG exports program section and actively contribute to the branch and divisional leadership team. On a day-to-day basis, your responsibilities may involve:

- leading and developing your team including providing support to leaders across the division
- providing specialist and/or strategic policy and regulatory advice to internal and external stakeholders
- providing high-level analysis of issues, and making a significant contribution to the strategic direction, design, planning, implementation, monitoring and evaluation of policies/projects/initiatives and reporting on benefit, objectives, and performance
- understanding and engaging with regulatory frameworks and importing country requirements, and bringing a policy and strategic perspective to legislative, technical, or scientific issues or trade negotiations
- leading your team to provide secretariat support and/or produce clear and succinct written and verbal briefing for the government minister or senior executive to support decision-making or attendance at meetings.
- promoting and managing relationships and key strategic alliances and representing the department in meetings and forums with internal and external stakeholders, including trading partner counterparts, other government agencies and state regulators, industry bodies, exporters, manufacturers and service providers
- the planning, organisation and allocation of staff resources to achieve work goals (including managing budgets, contracts, procurement and human resources management).

Duties

Knowledge and experience

During the recruitment process, we will be looking for applicants who have the knowledge and/or experience in the following areas:

- experience with Australia's export systems
- experience in policy development and program management
- experience maintaining stakeholder relationships with internal and external stakeholders
- experience achieving results including in the area of regulatory programs, regulatory reform or market access negotiations
- knowledge of international trade and Australian agricultural industries
- understanding and appreciation of the food safety and regulatory environment as well as the international standards development framework (Codex, IPPC, OIE) and the World Trade Organization (SPS and TBT)

Skills and capabilities

The successful applicants will have:

- a demonstrated ability to lead a team
- ability to develop and maintain relationships with a broad range of stakeholders at the national and international level.
- ability to take initiative, take responsibility, pay attention to detail, confident working autonomously under broad direction and can manage competing priorities and deliver quality outcomes in what can sometimes be a high-pressure environment.
- ability to make a balanced decision using professional judgement and able to evaluate ambiguous and incomplete information, factor in risks and be sensitive to the context.
- ability to effectively manage highly intricate and/or sensitive issues in a technical and complex policy/regulatory environment and to quickly develop expertise and subject-matter knowledge, including regarding trade issues, staffing priorities and financial management.
- ability to confidently engage with risk.
- strong strategic, tactical and negotiation skills.
- Policy development skills.
- professional and fit-for-purpose written and oral communication skills and ability to present and advocate on complex technical issues, including to government senior executives and a minister and their office.

Desirable qualifications

Highly Desirable qualifications in relevant disciplines would be an advantage, including (but not limited to): agriculture, science, international relations, economics, regulation, food safety, financial, business or project management.

Eligibility

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

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

Notes

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

To Apply

Position Contact	Christine Mulhearn, 02 6272 5617
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729654

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

Closing Date: Monday 02 October 2023

Parks Australia
Office of the Supervising Scientist Environmental Research Institute of the
Supervising Scientist

Job Title	Drone Specialist/Quantitative Ecologist
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/3653
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Office of the Supervising Scientist (OSS) is a specialist scientific area within the Department of Climate Change, Energy, the Environment and Water (Commonwealth). We are responsible for protecting the people and environment of the Alligator Rivers Region, including Kakadu National Park, from the effects of uranium mining. We conduct environmental research and monitoring around operating and rehabilitated uranium mining sites, participate in and oversee the regulatory process and develop standards and practices for environmental protection.

Our multidisciplinary research institute (the Environmental Research Institute of the Supervising Scientist, ERISS) undertakes world-leading research for monitoring and assessing the environmental impacts of uranium mining across the following areas: environmental radioactivity, ecosystem restoration and landform, water and sediment quality, drone operations and technology solutions. The drone operations and technology solutions (DOTS) team leads the development of innovative remote sensing solutions employing state-of-the-art drone and sensor-based technologies in tandem with artificial intelligence/machine learning for environmental monitoring of Kakadu National Park and northern Australia regions. The DOTS team delivers enabling technologies in geospatial intelligence, geomorphological and hydrological modelling, and biodiversity assessment to facilitate a holistic evaluation of the impact of uranium mining on the environment.

The Job

This is an exciting opportunity to work with a highly innovative team on mine site ecosystem restoration being undertaken in northern Australia. This is a key role in developing best practice ecosystem monitoring and assessment methods that are rigorous, safe and cost effective. You will be leading drone surveys using various platforms and sensors within areas of OSS research interest. The role is responsible for the data collection, analyses and interpretation of multimodal datasets (spectral, structural, 3D) derived from drone surveys for environmental monitoring. In this role you will be responsible for:

- Leading and coordinating drone surveys, including the piloting of drones in compliance with the department's Remotely Piloted Aircraft Operator's Certificate (ReOC).
- Proposing and facilitating innovation in the team's drone program, overseeing trials of new technology, undertaking and managing sensor integration, developing and reviewing standard operating procedures.
- Designing and conducting complex spatial and statistical analyses for natural ecosystems and restored landscapes.
- Developing and validating key indicators derived from drone spectral and LiDAR datasets for landform and vegetation mapping of mine-restored ecosystems.
- Designing and managing research projects and preparing scientific publications and reports.
- Providing support to other areas of OSS and the department as required.

Duties

Knowledge and experience

- Proven track record of undertaking ecological and/or remote sensing of environment research.
- A demonstrated clear understanding of environmental applications for AI and machine learning.
- Experience in using innovative drone-based methods with hyperspectral and/or LiDAR sensors to conduct environmental monitoring.
- Experience developing scripts in the R and/or Python programming languages.
- Experience in designing and conducting complex spatial analyses using commercial or open-source geospatial packages (e.g., QGIS, ArcGIS, ENVI).
- Experience connecting and engaging with a range of internal and external stakeholders to communicate research results and project outcomes.
- Experience leading and managing field work in remote areas.

Skills and capabilities

- Ability to plan and manage scientific research projects and associated resources.
- Ability to work effectively as part of a small team and as part of a multidisciplinary research institute.
- Ability to plan and undertake field work in remote locations for durations of up to a week at a time.
- Sound technical writing skills as well as the ability to produce plain English summaries of technical information.
- Ability to communicate science to technical and non-technical audiences.

Mandatory qualifications

- Tertiary qualifications relevant to the position.
- Remote Pilot's License (RePL) for multi-rotor (7 – 25 kg).
- Aeronautical Radio Operator's Certificate

Eligibility

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- hold and maintain a valid Australian motor vehicle drivers' licence,
- note that relocation assistance is subject to negotiation,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses,
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four-wheel drive vehicles,
- note that you will be required, from time to time, to work in difficult, remote, and harsh environments (possibly for extended periods) under limited supervision or in teams,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

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

To Apply

Position Contact	Joshua Chee Oon Koh, 0475 294 171
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729665

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

Closing Date: Monday 02 October 2023

Parks Australia
Office of the Supervising Scientist Environmental Research Institute of the Supervising Scientist

Job Title	Research Scientist - Drone Specialist
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$88,408 - \$124,403
Classification	
Position Number	2023/3646
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Office of the Supervising Scientist (OSS) is a specialist scientific area within the Department of Climate Change, Energy, the Environment and Water (Commonwealth). We are responsible for protecting the people and environment of the Alligator Rivers Region, including Kakadu National Park, from the effects of uranium mining. We conduct environmental research and monitoring around operating and rehabilitated uranium mining sites, participate in and oversee the regulatory process and develop standards and practices for environmental protection.

Our multidisciplinary research institute (the Environmental Research Institute of the Supervising Scientist, ERISS) undertakes world-leading research for monitoring and assessing the environmental impacts of uranium mining across the following areas: environmental radioactivity, ecosystem restoration and landform, water and sediment quality, drone operations and technology solutions. The drone operations and technology solutions (DOTS) team leads the development of innovative remote sensing solutions

employing state-of-the-art drone and sensor-based technologies in tandem with artificial intelligence/machine learning for environmental monitoring of Kakadu National Park and northern Australia regions. The DOTS team delivers enabling technologies in geospatial intelligence, geomorphological and hydrological modelling, and biodiversity assessment to facilitate a holistic evaluation of the impact of uranium mining on the environment.

The Job

This is an exciting opportunity to work with a highly innovative team on mine site ecosystem restoration being undertaken in northern Australia. This is a key role in developing best practice ecosystem monitoring and assessment methods that are rigorous, safe and cost effective. You will be leading drone surveys using various platforms and sensors within areas of OSS research interest. The role is responsible for the data collection, analyses and interpretation of multimodal datasets (spectral, structural, 3D) derived from drone surveys for environmental monitoring.

In this role you will be responsible for:

- Leading and coordinating drone surveys, including the piloting of drones in compliance with the department's Remotely Piloted Aircraft Operator's Certificate (ReOC).
- Proposing and facilitating innovation in the team's drone program, overseeing trials of new technology, undertaking and managing sensor integration, developing and reviewing standard operating procedures.
- Designing and conducting complex spatial and statistical analyses for natural ecosystems and restored landscapes.
- Developing and validating key indicators derived from drone spectral and LiDAR datasets for landform and vegetation mapping of mine-restored ecosystems.
- Designing and managing research projects and preparing scientific publications and reports.
- Providing support to other areas of OSS and the department as required.

Duties

Knowledge and experience

- Proven track record of undertaking ecological and/or remote sensing of environment research.
- A demonstrated clear understanding of environmental applications for AI and machine learning.
- Experience in using innovative drone-based methods with hyperspectral and/or LiDAR sensors to conduct environmental monitoring.
- Experience developing scripts in the R and/or Python programming languages.
- Experience in designing and conducting complex spatial analyses using commercial or open source geospatial packages (e.g., QGIS, ArcGIS, ENVI).
- Experience connecting and engaging with a range of internal and external stakeholders to communicate research results and project outcomes.
- Experience leading and managing field work in remote areas.

Skills and capabilities

- Ability to plan and manage scientific research projects and associated resources.
- Ability to work effectively as part of a small team and as part of a multidisciplinary research institute.
- Ability to plan and undertake field work in remote locations for durations of up to a week at a time.
- Sound technical writing skills as well as the ability to produce plain English summaries of technical information.
- Ability to communicate science to technical and non-technical audiences.

Mandatory qualifications

- PhD or doctorate qualification relevant to the position.
- Remote Pilot's License (RePL) for multi-rotor (7 – 25 kg).
- Aeronautical Radio Operator's Certificate

Eligibility

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- hold and maintain a valid Australian motor vehicle drivers' licence,
- note that relocation assistance is subject to negotiation,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses,
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles,
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

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

To Apply

Position Contact	Joshua Chee Oon Koh, 0475 294 171
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729771

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

Closing Date: Monday 02 October 2023

Water Policy
Regulation and Governance Governance and Reporting

Job Title	Program Officer, Senior Program Officer and Assistant Director - Water Data Analytics & Reporting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$124,403
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	2023/3744, 2023/3745, 2023/3746
Agency Website	https://www.dcceew.gov.au/

Job Description

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

We are looking for motivated people who love data, technology and collaborative problem solving. This is a great opportunity to join a diverse and high-performing team within the Department of Climate Change, Energy, the Environment and Water.

The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers and wetlands and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia’s water resources and provide support to First Nations in our national water story.

The Water Reform Division was established in August 2022 to accelerate delivery of the Australian Government’s significant water reform agenda. The division is a key driving force for policy reform in the Murray–Darling Basin, implementing water market reforms and providing advice to the Commonwealth Water Minister on legislation.

Duties

Responsibilities of **APS5 Program Officers** are varied, including (but not limited to):

- Assisting with systematically capturing, organising and, as appropriate, sharing water program data to improve decision-making for, and the transparency of, Basin Plan programs.
- Under limited direction, developing products to transform, model and visualise water related program data.
- Working collaboratively with other teams to provide sound data analytics to inform policy development, program design and implementation of the Murray-Darling Basin Plan.
- Developing data focused tools and processes to support policy advice, water market analysis, market intelligence and delegate decision-making.

- Preparing briefing and information materials for Basin Plan water recovery reporting activities.
- Undertaking desktop assessments and valuations to support internal water accounting and reporting.
- Implementing MERI data collection and analysis activities.

APS5 Program Officer - Water Data Analytics & Reporting

Responsibilities of **APS6 Senior Program Officers** are varied, including (but not limited to):

- Systematically capturing, organising and, as appropriate, sharing water program data to improve decision-making for, and the transparency of, Basin Plan programs.
- Developing products to transform, model and visualise water related program data, and working closely with policy and program areas to improve associated data literacy and use of data.
- Working collaboratively with other teams to provide sound data analytics to inform policy development, program design and implementation of the Murray-Darling Basin Plan.
- Developing data focused tools and processes to support policy advice, water market analysis, market intelligence and delegate decision-making.
- Preparing briefing and information materials for Basin Plan water recovery reporting activities.
- Undertaking desktop assessments and valuations to support internal water accounting and reporting.
- Implementing MERI data collection and analysis activities.
- Assisting in the further development of data management policies for the water divisions.

APS6 Senior Program Officer - Water Data Analytics & Reporting

Responsibilities of **EL1 Assistant Directors** are varied, including (but not limited to):

- Leading a team to systematically capture, organise and, as appropriate, share water program data to improve decision-making for, and the transparency of, Basin Plan programs.
- Developing products to transform, model and visualise water related program data, and working closely with policy and program areas to improve associated data literacy and use of data.
- Providing high quality and timely data analytics services to inform water recovery programs and policy related to the Basin Plan.
- Preparing detailed briefing and information materials for Basin Plan water recovery reporting activities.
- Leading MERI data collection and analysis activities.
- Further developing data management policies for the water divisions.

EL1 Assistant Director - Water Data Analytics & Reporting

Eligibility

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Notes

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

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

To Apply

Position Contact	Adrienne Hallam, 0408 254 903
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729780

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

Closing Date: Monday 25 September 2023

Biodiversity Division and; International Environment, Reef and Oceans
Division
Several Various

Job Title	APS 6 - Policy and Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/3790
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The **Biodiversity** Division contributes to conserving, protecting and sustainably managing Australia's biodiversity through national and international engagement and leadership, collaborative partnerships, and regulation. The division comprises the Protected Species and Ecological Communities Branch, Office of the Threatened Species Commissioner and Biodiversity Programs.

For further information - <https://www.dcceew.gov.au/environment/biodiversity>

The **International Environment, Reef and Oceans** Division leads and influences Australia's engagement on a range of environment-related international agreements and treaties - including those relating to oceans, wildlife trade and migratory species and oversees a range of Pacific environment programs. The division contributes to the protection and sustainable management Australia's wildlife, oceans, marine and migratory species and the Great Barrier Reef. The division comprises the International Environment Branch, Great Barrier Reef Branch and Oceans and Wildlife Branch.

For further information - <https://www.dcceew.gov.au/environment/marine>

Several ongoing and non-ongoing policy and program officer positions will be filled in the Biodiversity Division and the Marine Species Conservation Section of International Environment, Reef and Oceans Division.

These Divisions provide advice on conserving, protecting and sustainably managing Australia's biodiversity through the design and implementation of targeted investments, strategic policy, program delivery, and national leadership.

Key responsibilities include:

- Implement the Threatened Species Action Plan, including the Australian Government's commitment to no new extinctions.
- Support the Threatened Species Scientific Committee in their role to provide advice on threatened species listings, key threatening process listings and recovery planning under the EPBC Act.
- Develop statutory documents (recovery plans and conservation advice) under the EPBC Act for listed threatened species and ecological communities.
- Develop threat abatement plans under the EPBC Act.
- Deliver a suite of biodiversity programs and election commitments, including the Saving Native Species Program, Saving Koalas Fund, and the Urban Rivers and Catchments Program.
- Raise community awareness of Australia's biodiversity and threatened species, particularly through the role of the Threatened Species Commissioner.
- Advise on conservation planning reforms as part of the Nature Positive Plan agenda.
- Provide strategic policy and program design for biodiversity issues.

Duties

The Job

Policy and program officers contribute to the protection and recovery of Australia's threatened species and ecological communities through policy development, program design and delivery, preparation of advice to support decision-making and delivery of practical solutions.

You will be a member of a highly motivated, experienced team and have responsibility for a range of things such as:

- Analysing data and information from an array of sources to inform internal and external briefing and communications with the Threatened Species Scientific Committee, stakeholders, and the Minister for the Environment and Water.
- Engaging with a wide range of stakeholders including state/territory governments, scientists, non-government organisations, community groups, Indigenous groups, and the Threatened Species Scientific Committee.
- Preparing conservation planning and threat abatement documents, government briefing, analytical reports, project plans, talking points and correspondence.
- Contributing to the design and implementation of legislation, policy, and guidance, including quality assurance and evaluation.
- Providing secretariat support to scientific, advisory committees, taskforces and working groups.
- Other duties as necessary such as arranging travel, managing and organising meetings, briefings and events, and assisting in the management of budgets, grants and procurements in accordance with Commonwealth requirements.

Eligibility

What we are looking for

Knowledge and experience

Policy and program officers must have demonstrated experience in supporting the development and delivery of complex policies, programs and/or projects and an understanding of environment (terrestrial and/or marine) protection.

Skills and capabilities

- Highly collaborative and skilled in building and sustaining positive relationships with internal and external stakeholders.
- Highly-developed communication skills, including an ability to gather, interpret and present information from diverse sources in a clear and succinct format for a range of audiences.
- Strong research and analytical skills.
- Strong skills in engaging with government processes including policy, administration, legislation, budgets, contract and/or

project management.

- Excellent organisational skills, and ability to deliver high quality results under tight deadlines.
- Sound judgement and initiative, and an ability to work constructively in a team and as a member of the Australian Public Service.

Desirable qualifications

Qualifications and/or experience in terrestrial and/or marine biology, ecology, recovery of threatened species/ecological communities, conservation planning and/or threat abatement.

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

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

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of 18 months. Should a non-ongoing position become ongoing then 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 the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Belinda Parkes, N/A
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729786

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

Closing Date: Monday 25 September 2023

Biodiversity Division and; International Environment, Reef and Oceans
Division
Several Various

Job Title	APS 5 - Policy and Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/3773
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The **Biodiversity** Division contributes to conserving, protecting and sustainably managing Australia's biodiversity through national and international engagement and leadership, collaborative partnerships, and regulation. The division comprises the Protected Species and Ecological Communities Branch, Office of the Threatened Species Commissioner and Biodiversity Programs.

For further information - [Biodiversity - DCCEEW](#)

The **International Environment, Reef and Oceans** Division leads and influences Australia's engagement on a range of environment-related international agreements and treaties - including those relating to oceans, wildlife trade and migratory species and oversees a range of Pacific environment programs. The division contributes to the protection and sustainable management Australia's wildlife, oceans, marine and migratory species and the Great Barrier Reef. The division comprises the International Environment Branch, Great Barrier Reef Branch and Oceans and Wildlife Branch.

For further information - [Marine - DCCEEW](#)

Several ongoing and non-ongoing policy and program officer positions will be filled in the Biodiversity Division and the Marine Species Conservation Section of International Environment, Reef and Oceans Division.

These Divisions provide advice on conserving, protecting and sustainably managing Australia's biodiversity through the design and implementation of targeted investments, strategic policy, program delivery, and national leadership.

Key responsibilities include:

- Implement the Threatened Species Action Plan, including the Australian Government's commitment to no new extinctions.
- Support the Threatened Species Scientific Committee in their role to provide advice on threatened species listings, key threatening process listings and recovery planning under the EPBC Act.
- Develop statutory documents (recovery plans and conservation advice) under the EPBC Act for listed threatened species and ecological communities.
- Develop threat abatement plans under the EPBC Act.
- Deliver a suite of biodiversity programs and election commitments, including the Saving Native Species Program, Saving Koalas Fund, and the Urban Rivers and Catchments Program.
- Raise community awareness of Australia's biodiversity and threatened species, particularly through the role of the Threatened Species Commissioner.
- Advise on conservation planning reforms as part of the Nature Positive Plan agenda.
- Provide strategic policy and program design for biodiversity issues.

Duties

The Job

Policy and program officers contribute to the protection and recovery of Australia's threatened species and ecological communities through policy development, program design and delivery, preparation of advice to support decision-making and delivery of practical solutions.

You will be a member of a highly motivated, experienced team and have responsibility for a range of things such as:

- Analysing data and information from an array of sources to inform internal and external briefing and communications with the

Threatened Species Scientific Committee, stakeholders, and the Minister for the Environment and Water.

- Supporting engagement with a wide range of stakeholders including state/territory governments, scientists, non-government organisations, community groups, Indigenous groups, and the Threatened Species Scientific Committee.
- Contributing to the preparation of conservation planning and threat abatement documents, government briefing, analytical reports, project plans, talking points and correspondence.
- Contributing to the design and implementation of legislation, policy, and guidance, including quality assurance and evaluation.
- Providing secretariat support to scientific, advisory committees, taskforces and working groups.
- Other duties as necessary such as arranging travel, managing and organising meetings, briefings and events, and assisting in the management of budgets, grants and procurements in accordance with Commonwealth requirements.

Eligibility

What we are looking for

Knowledge and experience

Policy and program officers must have demonstrated experience in supporting the development and delivery of complex policies, programs and/or projects and an understanding of environment (terrestrial and/or marine) protection.

Skills and capabilities

- Highly collaborative and skilled in building and sustaining positive relationships with internal and external stakeholders.
- Well-developed communication skills, including an ability to draw on information from diverse sources to provide guidance on what information is important and how it should be used.
- Strong research and analytical skills.
- Strong skills in engaging with government processes including policy, administration, legislation, budgets, contract and/or project management.
- Excellent organisational skills, and ability to deliver high quality results under tight deadlines.
- Sound judgement and initiative, and an ability to work constructively in a team and as a member of the Australian Public Service.

Desirable

Qualifications and/or experience in terrestrial and/or marine biology, ecology, recovery of threatened species/ecological communities, conservation planning and/or threat abatement.

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

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

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of 18 months. Should a non-ongoing position become ongoing then 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 the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Belinda Parkes, N/A
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729804

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

Closing Date: Monday 02 October 2023

Water Policy and Water Reform
Various Several

Job Title	Policy Officer, Senior Policy Officer, Assistant Director - Strategic Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Perth WA
Salary	\$78,548 - \$124,403
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	2023/3740, 2023/3739, 2023/3738
Agency Website	https://www.dcceew.gov.au/

Job Description

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

We are looking for motivated and enthusiastic people that love working through and resolving legal and other policy problems. The positions require people with legal, economic or other significant strategic policy experience to support water policy development and legislative reforms. This is a great opportunity to join a diverse and high-performing team within the Department of Climate Change, Energy, the Environment and Water.

The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers and wetlands and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia's water resources and provide support to First Nations in our national water story.

The Water Reform Division was established in August 2022 to accelerate delivery of the Australian Government's significant water reform agenda. The division is a key driving force for policy reform in the Murray–Darling Basin, implementing water market reforms and providing advice to the Commonwealth Water Minister on legislation.

Duties

The key skills and capabilities required for the **APS5 Policy Officer** include:

- An ability to contribute to policy design and development, including the ability to investigate and source key information to support decision-making.
- Good analytical and problem-solving skills, and a strong interest in learning how to craft and refine policy proposals and/or learning how to interpret and apply legislation and to contribute to legislative reform proposals.

- Good verbal and written communication skills, including the ability to deliver clear written policy advice.
- Good interpersonal and teamwork skills, and the ability to contribute to building and sustaining positive relationships with a wide range of both internal and external stakeholders.
- A commitment to continuous improvement, working in new ways and a demonstrated ability to implement and respond positively to change.

[APS5 Policy Officer - Strategic Policy](#)

The key skills and capabilities required for the **APS6 Senior Policy Officer** include:

- Experience in policy design and development, and good research, analytical and problem-solving skills, including the ability to craft and refine policy proposals, and/or interpret and apply legislation and contribute meaningfully to legislative reform proposals.
- Well-developed communication skills including the ability to deliver high quality written policy advice on detailed and sensitive issues to target audiences.
- Well-developed interpersonal skills and experience building and sustaining cooperative and productive relationships with a wide range of both internal and external stakeholders, and as part of a team.
- An ability to work independently, identify priorities, goals and objectives, and manage risks to deliver consistently high-quality outputs to meet targets and critical deadlines.
- A commitment to continuous improvement, working in new ways and a demonstrated ability to implement and respond positively to change.

[APS6 Senior Policy Officer - Strategic Policy](#)

The key skills and capabilities required for the **EL1 Assistant Director** include:

- Demonstrated experience in policy design and development and well-developed research, analytical and problem-solving skills, including the ability to craft and refine policy proposals, and/or interpret and apply legislation and drive legislative reform proposals.
- Well-developed written and verbal communication skills, including the ability to develop high quality and timely briefing and other policy documents, and to tailor communications to target audiences.
- Strong interpersonal skills and a demonstrated ability to develop and maintain cooperative and productive working relationships with internal and external stakeholders.
- A demonstrated ability to exercise judgement, operate relatively independently, and manage competing and changing work priorities.
- A demonstrated ability to work effectively as part of a high performing and harmonious team, including to supervise staff and help build their capability and confidence.
- A commitment to continuous improvement, working in new ways and a demonstrated ability to lead, implement and respond positively to change.

[EL1 Assistant Director - Strategic Policy](#)

Eligibility

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Notes

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

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

To Apply

Position Contact	Mark Foreman, 0466 580 086
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729806

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

Closing Date: Monday 02 October 2023

Water Policy and Water Reform
Various Several

Job Title	Communications Officer, Senior Communications Officer, Assistant Director - Water Communications & Engagement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	\$78,548 - \$124,403
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	2023/3741, 2023/3742, 2023/3743
Agency Website	https://www.dcceew.gov.au/

Job Description

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

We are looking for motivated people who love communications and engagement and working collaboratively. This is a great opportunity to join a diverse and high-performing team within the Department of Climate Change, Energy, the Environment and Water.

The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers and wetlands and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia’s water resources and provide support to First Nations in our national water story.

The Water Reform Division was established in August 2022 to accelerate delivery of the Australian Government’s significant water reform agenda. The division is a key driving force for policy reform in the Murray–Darling Basin, implementing water market reforms and providing advice to the Commonwealth Water Minister on legislation.

Duties

Responsibilities of **APS5 Communications Officers** are varied, including (but not limited to):

- A commitment to understanding the policy and program priorities of the division.
- Provide support to the division on external engagement, communication, media, or internal communications and culture.
- Demonstrate well developed written and oral skills to ensure communication products meet the needs of the target audience.
- Assist and manage travel, procurement, data management and administrative tasks as needed.
- Assist with delivering engagement and/or communication strategies.
- Providing visual communication and graphic design support to service the entire water group.
- Develop professional networks in the team and in the division.
- Contribute to the division’s culture and strategic direction.

APS5 Communications Officer - Water Communications & Engagement

Responsibilities of **APS6 Senior Communications Officers** are varied, including (but not limited to):

- A commitment to understanding the policy and program priorities of the division.
- Provide advice and support to the division on external engagement, events, communication, media, or internal communications and culture.
- Manage the delivery of engagement and/or communications services for the division.
- Demonstrate well developed written and oral skills to ensure communication products meet the needs of the target audience.
- Evaluate the effectiveness of communication and/or engagement strategies to ensure continual improvement.
- Manage the procurement, selection, and delivery of contracted work.
- Provide visual communication and graphic design support to service the entire water group.
- Develop professional networks in the team and in the division.
- Contribute to the division’s culture and strategic direction.
- Manage other staff as needed.

APS6 Senior Communications Officer - Water Communications & Engagement

Responsibilities of **EL1 Assistant Directors** are varied, including (but not limited to):

- Provide strategic leadership and support to the division on external engagement, events, communication, media, or internal communications and culture.

- Develop and implement communication, engagement or sponsorships strategies to increase recognition of the value of water to the general community.
- Manage the delivery of engagement and/or communications services for the division.
- Demonstrate leadership through contributing to the strategic direction of the division and its culture.
- Evaluate the effectiveness of communication and/or engagement strategies to ensure continual improvement.
- Manage the procurement, selection, and delivery of contracts.
- Provide visual communication and graphic design support to the water group.
- Manage and lead team outcomes, monitor progress and follow through to deliver quality outcomes.

EL1 Assistant Director - Water Communications and Engagement

Eligibility

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Notes

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

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

To Apply

Position Contact	Kate Filor, 0418 366 077
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729808

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

Closing Date: Monday 25 September 2023

Biodiversity Division and; International Environment, Reef and Oceans
Division
Several Various

Job Title	APS 5 - Assessment Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/3772
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The **Biodiversity** Division contributes to conserving, protecting and sustainably managing Australia's biodiversity through national and international engagement and leadership, collaborative partnerships, and regulation. The division comprises the Protected Species and Ecological Communities Branch, Office of the Threatened Species Commissioner and Biodiversity Programs.

For further information - [Biodiversity - DCCEEW](#)

The **International Environment, Reef and Oceans** Division leads and influences Australia's engagement on a range of environment-related international agreements and treaties - including those relating to oceans, wildlife trade and migratory species and oversees a range of Pacific environment programs. The division contributes to the protection and sustainable management Australia's wildlife, oceans, marine and migratory species and the Great Barrier Reef. The division comprises the International Environment Branch, Great Barrier Reef Branch and Oceans and Wildlife Branch.

For further information - [Marine - DCCEEW](#)

Several ongoing and non-ongoing biodiversity assessment officer positions will be filled in the Biodiversity Division and the Marine Species Conservation Section of International Environment, Reef and Oceans Division.

These Divisions provide advice on conserving, protecting and sustainably managing Australia's biodiversity through the design and implementation of targeted investments, strategic policy, program delivery, and national leadership.

Key responsibilities include:

- Implement the Threatened Species Action Plan, including the Australian Government's commitment to no new extinctions.
- Support the Threatened Species Scientific Committee in their role to provide advice on threatened species listings, key threatening process listings and recovery planning under the EPBC Act.
- Develop statutory documents (recovery plans and conservation advice) under the EPBC Act for listed threatened species and ecological communities.
- Develop threat abatement plans under the EPBC Act.
- Deliver a suite of biodiversity programs and election commitments, including the Saving Native Species Program, Saving Koalas Fund, and the Urban Rivers and Catchments Program.
- Raise community awareness of Australia's biodiversity and threatened species, particularly through the role of the Threatened Species Commissioner.
- Advise on conservation planning reforms as part of the Nature Positive Plan agenda.
- Provide strategic policy and program design for biodiversity issues.

Duties

The Job

Biodiversity assessment officers contribute to the protection and recovery of Australia's threatened species and ecological communities through preparation of advice to support decision-making and delivery of practical solutions.

You will be a member of a highly motivated, experienced team and have responsibility for a range of things such as:

- Analysing data and information from an array of sources to inform technical advice on threatened species and ecological communities listing assessments, threat abatement plans and conservation planning documents.
- Supporting engagement with a wide range of stakeholders including state/territory governments, scientists, non-government organisations, community groups, Indigenous groups, and the Threatened Species Scientific Committee.
- Contributing to the preparation of analytical documents, government briefing and correspondence.
- Contributing to the design and implementation of legislation, policy, and guidance.
- Other duties as necessary such as arranging travel, managing and organising meetings, briefings and events.

Eligibility

What we are looking for

Knowledge and experience

Biodiversity assessment officers must have a background in marine and/or terrestrial biology/ecology and demonstrated experience in the preparation of analytical reports for a diversity of audiences.

Skills and capabilities

- Research and analytical skills.
- Highly developed communication skills, including an ability to gather, interpret and present information from diverse sources in a clear and succinct format for a range of audiences.
- Skills in engaging with government processes including policy, administration, legislation, budgets, contract and/or project management.
- Highly collaborative and skilled in building and sustaining positive relationships with internal and external stakeholders.
- Organisational skills, and ability to deliver high quality results under tight deadlines.
- Sound judgement and initiative, and an ability to work constructively in a team and as a member of the Australian Public Service.

Desirable qualifications

- Qualifications and experience in terrestrial and/or marine biology, ecology, recovery of threatened species/ecological communities, fisheries management, conservation planning and/or threat abatement
- Experience in ecological survey and monitoring and/or vegetation mapping and assessment.

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

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

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of 18 months. Should a non-ongoing position become ongoing then 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 the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Nina Svedin, N/A
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729809

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

Closing Date: Monday 25 September 2023

Biodiversity Division and; International Environment, Reef and Oceans
Division
Several Various

Job Title	APS 6 - Assessment Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/3778
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The **Biodiversity** Division contributes to conserving, protecting and sustainably managing Australia's biodiversity through national and international engagement and leadership, collaborative partnerships, and regulation. The division comprises the Protected Species and Ecological Communities Branch, Office of the Threatened Species Commissioner and Biodiversity Programs.

For further information - [Biodiversity - DCCEEW](#)

The **International Environment, Reef and Oceans** Division leads and influences Australia's engagement on a range of environment-related international agreements and treaties - including those relating to oceans, wildlife trade and migratory species and oversees a range of Pacific environment programs. The division contributes to the protection and sustainable management Australia's wildlife, oceans, marine and migratory species and the Great Barrier Reef. The division comprises the International Environment Branch, Great Barrier Reef Branch and Oceans and Wildlife Branch.

For further information - [Marine - DCCEEW](#)

Several ongoing and non-ongoing biodiversity assessment officer positions will be filled in the Biodiversity Division and the Marine Species Conservation Section of International Environment, Reef and Oceans Division.

These Divisions provide advice on conserving, protecting and sustainably managing Australia's biodiversity through the design and implementation of targeted investments, strategic policy, program delivery, and national leadership.

Key responsibilities include:

- Implement the Threatened Species Action Plan, including the Australian Government's commitment to no new extinctions.
- Support the Threatened Species Scientific Committee in their role to provide advice on threatened species listings, key threatening process listings and recovery planning under the EPBC Act.
- Develop statutory documents (recovery plans and conservation advice) under the EPBC Act for listed threatened species and ecological communities.
- Develop threat abatement plans under the EPBC Act.
- Deliver a suite of biodiversity programs and election commitments, including the Saving Native Species Program, Saving Koalas Fund, and the Urban Rivers and Catchments Program.
- Raise community awareness of Australia's biodiversity and threatened species, particularly through the role of the Threatened Species Commissioner.
- Advise on conservation planning reforms as part of the Nature Positive Plan agenda.
- Provide strategic policy and program design for biodiversity issues.

Duties

The Job

Biodiversity assessment officers contribute to the protection and recovery of Australia's threatened species and ecological communities through preparation of advice to support decision-making and delivery of practical solutions.

You will be a member of a highly motivated, experienced team and have responsibility for a range of things such as:

- Analysing data and information from an array of sources to inform technical advice on threatened species and ecological communities listing assessments, threat abatement plans and conservation planning documents.
- Engaging with a wide range of stakeholders including state/territory governments, scientists, non-government organisations, community groups, Indigenous groups, and the Threatened Species Scientific Committee.
- Preparing analytical documents, government briefing and correspondence.
- Contributing to the design and implementation of legislation, policy, and guidance.
- Other duties as necessary such as arranging travel, managing and organising meetings, briefings and events.

Eligibility

What we are looking for

Knowledge and experience

Biodiversity assessment officers must have a background in marine and/or terrestrial biology/ecology and demonstrated experience in the preparation of analytical reports for a diversity of audiences.

Skills and capabilities

- Strong research and analytical skills.
- Highly developed communication skills, including an ability to gather, interpret and present information from diverse sources in a clear and succinct format for a range of audiences.
- Strong skills in engaging with government processes including policy, administration, legislation, budgets, contract and/or project management.
- Highly collaborative and skilled in building and sustaining positive relationships with internal and external stakeholders.
- Excellent organisational skills, and ability to deliver high quality results under tight deadlines.
- Sound judgement and initiative, and an ability to work constructively in a team and as a member of the Australian Public Service.

Desirable qualifications

- Qualifications and experience in terrestrial and/or marine biology, ecology, recovery of threatened species/ecological communities, fisheries management, conservation planning and/or threat abatement.
- Experience in ecological survey and monitoring and/or vegetation mapping and assessment.

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

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

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of 18 months. Should a non-ongoing position become ongoing then 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 the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	Nina Svedin, N/A
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0729704

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 25 September 2023

Intelligence
Covert Collection and Insights Collection Operations

Job Title	Senior Developer/Engineer - Covert Engineering
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$108,995 - \$131,404
Classification	Executive Level 1
Position Number	50008076, 50008077, 50008082
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, an Attorney General's Portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The ACIC is at the forefront of tackling serious and organised crime targeting Australia, both within our borders and offshore. Our staff operate against a pervasive, transnational and globalised criminal threat, and work hard to realise an Australia hostile to criminal exploitation. As a small agency that makes a real impact on serious and organised crime, we need talented and dedicated people who are intelligent, highly capable and seeking to make a difference to the lives of all Australians.

About the branch

The ACIC Intelligence Operations Operating Model is founded around 4 core capability pillars—coercive examinations, technical intelligence capability, human intelligence capability and data analytics capability. These core capabilities are interconnected and inform one another to derive maximum strategic insights to inform disruption strategies and opportunities.

Collection Operations Branch develops, delivers and manages covert technical collection capabilities within the ACIC. The branch performs specialist covert collection functions, supports and develops new technical collection capabilities, exploits raw data to generate intelligence insights, and collaborates heavily with Commonwealth and international partners on new and emerging capabilities. We provide solutions to address the ACIC's covert technical collection gaps to support operational and intelligence outcomes.

Collection Operations leads a large and diverse branch overseeing a number of specialist covert intelligence/collection and counterintelligence ACIC programs including human intelligence, technical and physical surveillance. Collection Operations branch works collaboratively with internal investigations and operational teams and external partners to collect criminal intelligence through covert and sensitive means.

Duties

The EL1 Senior Developer/Engineer, Covert Engineering is at the forefront of the ACIC's lawful interception and surveillance capabilities, supporting operational requirements through their specialist skills in software development and knowledge of information security.

You will design, develop and engineer technical solutions for lawful surveillance capabilities, as well as provide expertise in translating business requirements from technical and non-technical users into the design of appropriate solutions and display a high-level of technical ability.

Key responsibilities include:

- Delivering endorsed software engineering/implementation projects under direction of the Director, ECC
- Managing the operational use and deployment of sensitive technical capabilities
- Translating business requirements from technical and non-technical stakeholders into the design, engineering and implementation of software solutions
- Building and maintaining relationships through collaboration with other specialists within the ACIC, as well as other law enforcement agencies, intelligence partners and trusted industry suppliers
- Maintaining subject matter expertise through ongoing professional development and learning opportunities outside the formal education process
- Mentoring, guiding and providing training to colleagues to build capability in relation to the design and implementation of software solutions for surveillance activities
- Demonstrated aptitude in contemporary law enforcement/intelligence community collection techniques and/or an in-depth appreciation of the Australian telecommunications environment would be highly sought after.

As part of the selection process, candidates will be required to undergo a technical and organisational suitability assessment.

Our ideal candidate

- Is an experienced software developer or IT security professional with demonstrable experience in end-to-end software design and implementation
- Has experience working in a small team environment and under operational pressures requiring the ability to apply lateral thinking and sound independent judgement
- Has demonstrated experience in, and a detailed working knowledge of:

- Computer hardware and software
- Mobile operating systems
- Communication protocols
- Mobile and computer networks.

Candidates with a detailed understanding of low-level hardware and software architectures and memory management will be highly regarded. **Eligibility**

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
- 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. For further information, contact the Recruitment Team.
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.
- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2016–2019 and Determination 2022/1 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Steven, 02 9373 2144
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0729796

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 25 September 2023

Corporate
Chief Operating Officer Workforce Capability and Assurance

Job Title	HR Advisors, Workforce Planning
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,234 - \$97,832
Classification	APS Level 5; APS Level 6
Position Number	Various
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, an Attorney General's Portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The ACIC is at the forefront of tackling serious and organised crime targeting Australia, both within our borders and offshore. Our staff operate against a pervasive, transnational and globalised criminal threat, and work hard to realise an Australia hostile to criminal exploitation. As a small agency that makes a real impact on serious and organised crime, we need talented and dedicated people who are intelligent, highly capable and seeking to make a difference to the lives of all Australians.

About the branch

Workforce Capability and Assurance provides a key enabling function, supporting the development of agency capability and providing the agency with the assurance that it continues to meet its legislative obligations. The branch is responsible for the delivery of all human resource and people strategies and services, as well as protecting the agency, its people and its capabilities through an integrated protective security and integrity function. Workforce Capability and Assurance supports employee wellbeing, as well as provides critical support to intelligence operations by overseeing the agency's use of certain powers, ensuring legislative compliance and contributing to operational outcomes.

Duties

As a HR Advisor, Workforce Planning, you will use your technical workforce planning knowledge and skills to partner with ACIC business areas, specialist capabilities, broader HR areas and other enabling functions, to design and implement operational and strategic workforce plans and initiatives.

In this role you will:

- Engage with agency capability leaders, business partners and key internal and external stakeholders to ensure positive stakeholder relationships to support ACIC workforce planning.
- Plan and coordinate workforce planning projects including progressing and updating the ACIC's strategic and operational workforce plans.
- Research and review reports and broader information relevant to workforce planning initiatives and principles that may be of benefit to the ACIC.
- Contribute to the development and implementation of broader agency workforce programs aligned to key workforce strategies and capability gaps.
- Maintain HR data quality and organisational structures.

Our ideal candidate

APS Level 5

- Has a base level of workforce planning and/or HR analytics experience and wants to further develop their skills and experience in this area.
- Is able to contribute to an agile and multi-disciplinary team.
- Can interpret and apply legislation and policy within the workforce planning context.
- Will have well developed organisational and project management skills.
- Displays well developed communication skills and the ability to clearly and succinctly convey ideas, using language tailored to an audience.
- Has relevant or transferable experience in Organisation Structure Management using HR management information system (eg SAP).

APS Level 6

- Has demonstrated workforce planning experience including workforce analysis, development of workforce plans and implementation of workforce initiatives.
- Can interpret and apply legislation and policy within the workforce planning context.
- Will have highly developed organisational skills and the ability to lead a small team to achieve results within a fast-paced environment.
- Displays highly developed communication skills and the ability to clearly and succinctly convey ideas, using language tailored to an audience.
- Is able to build and maintain strong productive working relationships with both internal and external stakeholders to achieve individual, team and/or organisational objectives.

Desirable skills

- Qualifications and/or experience in workforce planning and/or human resources
- Project management skills and experience in a workforce planning context.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.

- 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. For further information, contact the Recruitment Team.
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.
- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2016–2019 and Determination 2022/1 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Kylie, 02 6268 7329
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0729799

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 25 September 2023

Corporate
Chief Operating Officer Workforce Capability and Assurance

Job Title	HR Advisor, Workforce Data and Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,234 - \$84,019
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.acic.gov.au/

Job Description

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

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About the branch

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About the role

This is an opportunity for someone with transferable data skills to gain broader agency and HR data experience while helping to improve how we use workforce data and insights to inform workforce decisions within the ACIC.

As a HR Advisor, Workforce Data and Reporting, you will collaborate across HR and other corporate functions and use your data skills to analyse workforce data to deliver regular reports and bespoke analysis in line with workforce planning priorities.

Duties

Our ideal candidate

- Demonstrates experience developing, maintaining and analysing structured datasets, including analysis and visualisation using Microsoft Excel.
- Has well developed organisational skills and can contribute to an agile and multi-disciplinary team.

- Displays well developed communication skills and the ability to clearly and succinctly convey ideas, focusing on key points and using language tailored to an audience.
- Is able to perform organisational structure management, updating and maintenance using a HR management information system (eg SAP).
- Can interpret and apply legislation and policy within the HR data and reporting context.

Essential skills

- Intermediate Microsoft Excel skills, including:
 - Managing and collating datasets
 - Applying Pivot Tables, formulas, charts and dashboards
 - Using formulas to analyse and interpret data

Desired but not essential:

- Experience with HR reporting and HR information systems
- Experience with advanced Microsoft Excel functionality

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
- 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. For further information, contact the Recruitment Team.
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To Apply

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Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0729810

Australian Human Rights Commission

Closing Date: Sunday 24 September 2023

Policy Age Discrimination Team

Job Title	Policy Officer
Job Type	Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$77,533 - \$98,079
Classification	APS Level 5; APS Level 6
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

The Commission has a non-ongoing APS Level 5/6 vacancy for a Policy Officer to join the Age Discrimination Team for 6 months on a part-time basis (2 days per week or equivalent).

The Policy Officer is responsible for supporting the Age Discrimination team to provide timely advice on age discrimination and to deliver on age-related projects, training programs and other activities. The Policy Officer will work collaboratively with the Director and/or Project Director, Age Discrimination, as well as with other Commission teams and senior advisers in the development and delivery of key Commission priorities.

Applicants should demonstrate well-developed communication skills, organisational and relationship management skills.

The salary range is \$77,533 -98,079 pa (full-time equivalent) plus 15.4% superannuation. The successful applicant will be employed as an APS Level 5 or 6 depending on skills and experience.

Duties

Under the broad direction of the Director and/or Project Director, Age Discrimination, undertake a range of duties including:

1. Provide accurate and timely advice in relation to human rights issues and their impact on older persons and support the delivery of Age Discrimination team projects and priorities.
2. Advise on and contribute to the conduct of research, policy development and planning activities on designated subject matter areas, including:
 - a) Briefings, discussion papers, speeches and submissions,
 - b) the production of relevant reports and
 - c) oversight of consultancies and specific projects.
3. Develop, maintain and nurture networks and liaise with identified internal and external stakeholders across a range of constituencies, communities, government agencies and organisations.
4. Work collegiately with internal stakeholders across the Commission to achieve the strategic goals of the Commission, and in the development and delivery of key Commission priorities.
5. Accompany senior staff to consultative and other meetings, trainings, conferences and seminars as required and participate in the public awareness/education and promotional work of the Commission.
6. Other duties consistent with the above as directed.

Eligibility

1. A demonstrated specialist knowledge, understanding and enthusiasm for issues affecting older Australians.
2. Well developed communication skills including a demonstrated ability to communicate confidently, persuasively, sensitively and articulately, on matters relevant to the delivery of the Commission's identified strategic priorities both in person and in writing.
3. Ability to manage resources effectively (where required), contribute to Commission wide activities and respond flexibly to changing work demands.
4. Demonstrated capacity for strategic thinking, political awareness, sound judgement and creative problem solving including ability to distil, consider and promote Commission wide benefits of activities.
5. Demonstrated proficiency in conducting and analysing research, providing complex policy advice with the ability to meet tight deadlines without compromising quality.
6. Well-developed relationship management skills, with a capacity to ensure that various stakeholder interests are recognised and managed positively and professionally.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Jacqueline Au, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0729651

Comcare

Closing Date: Sunday 08 October 2023

Job Title	Comcare Graduate Program 2024
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Darwin NT
Salary	\$73,692 -
Classification	APS Level 4
Position Number	Several
Agency Website	

Job Description

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

Join us as a Comcare graduate, we care about making a difference to workplace safety. It's what sets us apart.

We offer a structured 12-month development program for graduates from a range of educational disciplines with an interest in:

- Human Resources
- Information Technology
- Regulation and Work health and safety

In addition to your academic qualifications, Comcare will be looking for graduates that are:

- outcomes focused
- collaborative
- responsive to changing needs
- honest and truthful in their interactions with others
- good communicators

- critical thinkers

We invest in our people to develop future leaders and offer you a challenging and rewarding career. **Duties**

Overview of Roles

Work Health and Safety Inspector Graduate – (Canberra/Sydney/Melbourne/Brisbane or Darwin)

The Work Health and Safety (WHS) Inspector Graduates will sit within the Regional Operations team in Regulatory Operations Group (ROG).

The Regional Operations Team is the service delivery arm of ROG and administers the *Work, Health and Safety Act 2011* through a variety of prevention, compliance and enforcement activities. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT.

As a WHS Inspector Graduate, you will be,

- providing assistance to Inspectors and investigators in undertaking workplace inspections, conducting criminal WHS investigations, and delivering proactive information and advice activities
- undertaking and successfully completing Regulatory Practice Essentials Course

These roles also might require you to do some intra and interstate travel for work.

Information Technology Graduate (Canberra)

The Information Technology (IT) Graduate role will sit within The Technology and Information Management Unit which maintains Comcare's Information, Communication and Technology infrastructure and provides strategic leadership, governance, solutions and advice for the effective management of information.

As the IT Graduate, you will get to work on designing, delivering, managing and protecting technology solutions and services that underpin the Comcare's operations.

Your work in the IT stream could include:

- Designing the systems around verifiable data and information including managing information through its lifecycle, from creation, to discovery, to matching
- Cyber threat intelligence
- IT and cyber security
- IT Strategy and Architecture
- IT service management
- IT infrastructure and networks
- Technology portfolio and asset management
- Sourcing, vendor and contract management

Human Resources Graduate (Canberra or Melbourne)

The Human Resources Graduate role will sit within the People, Property and Security team.

The successful Graduate may have the opportunity to work across a range of people functions such as Payroll, Recruitment, Employee and Workplace Relations, Work Health & Safety, People Analytics, Learning and Development and People Strategy. **Eligibility**

Eligibility and specific conditions of employment

1. Australian citizenship
2. Character clearance (police records check)

3. Health assessment
4. 12 months probationary period
5. Ability to obtain and maintain a baseline Security Clearance
6. Completion of at least an Australian Qualifications Framework Level 7 qualification (a Bachelor degree), or equivalent by 31 December 2023
7. Completion of the most recent eligible qualification between 1 January 2019 to 31 December 2023
8. Located or to be able to relocate to Canberra, Melbourne, Sydney, Brisbane or Darwin based on the location of the position offered
9. For WHS Inspector Graduates:
 - Satisfactory completion of the Graduate Development Program and Regulatory Practice Essentials Course.
 - Some intra and interstate travel is required.

Notes

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

About the Comcare

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

To Apply

Position Contact	Belma Berk, (02) 6275 0664
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Comcare

Closing Date: Sunday 01 October 2023

Claims Management Group
Reconsiderations and Appeals

Job Title	Assistant Director, Reconsiderations
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$114,551 - \$136,493
Classification	Executive Level 1
Position Number	1984
Agency Website	

Job Description

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

Overview of the Claims Management Group

The Claims Management Group contributes to Comcare's purpose to promote and enable safe and healthy work by delivering high quality, tailored, innovative, client-centric claims management services, that enhance health and return to work outcomes and client experience.

A core function of Comcare is managing claims for:

- Australian Government employees
- People suffering an asbestos-related disease
- Australian Government parliamentarians
- Employees or organisations who have contracted Comcare.

Overview of the Team

The Reconsiderations and Appeals team is responsible for the statutory reconsideration of Comcare claims decisions and management of Comcare's response to Administrative Appeals Tribunal applications and court appeals. The team works closely with the Senior Director Claims, the Claims Operations teams and Comcare's Legal Group to achieve positive outcomes for employees and employers. **Duties**

The Assistant Director, Reconsiderations leads the team responsible for the statutory reconsideration of Comcare claims decisions. When an employee requests reconsideration of a decision, the team conduct an independent, merits review working with the employee, employer and across Claims Management Group to reconsider the original decision. The role leads the implementation of lessons learned and collaborates to improve claims management. This role will be a decision maker for high risk, complex reconsideration requests. The Assistant Director, Reconsiderations reports to the Director, Reconsiderations and Appeals and may manage team members across multiple sites.

Primary responsibilities

1. Contribute to Comcare's purpose, Corporate Plan and claims management strategy and operating model.

2. Deliver reconsideration services in line with the claims management strategy and operating model including the achievement of claims management targets and contributing to successful completion of improvement projects. This includes monitoring claims management activities and compliance with Comcare's rules and objectives.
3. Make decisions on how reconsiderations will be managed and be a decision maker for complex, sensitive or high-risk reconsiderations.
4. Work across Comcare and our client agencies, to focus on the delivery of consistent claims management, positive claim outcomes, sharing information and better practice, and resolving conflicts. This role needs to ensure employers and employees are aware of the reconsideration process and their views are sought.
5. Lead and manage a team in accordance with APS and Comcare requirements including human resource, financial management and procurement requirements. Develop and manage the team including working to ensure appropriate resourcing.
6. Connect and integrate reconsiderations with other functions of Claims Management Group, Comcare and across the APS including leading Comcare's representation and activities.
7. Accountable for monitoring emerging issues in reconsiderations and claims management and for identifying impact on agency priorities.
8. Provide comprehensive and authoritative advice on specialist and very complex issues.

Eligibility

Desirable Qualifications/Experience

Highly Desirable:

- Tertiary qualifications in law
- Experience in an insurance or injury compensation environment.

Desirable:

- Experience working in a public sector context.

Eligibility:

- The successful candidate must be an Australian Citizen and be able to obtain a Baseline Security Clearance.

Job specific capabilities

1. Demonstrated strategic thinking skills, risk management skills and judgement to inform decisions in a complex and sensitive service delivery environment.
2. Well-developed leadership skills including the ability to lead teams, be resilient, drive innovation and a culture of collaboration and outcome delivery.
3. Highly developed communication skills with experience in motivational interviewing, supportive communications and negotiating with influence.
4. Demonstrated experience working with legislation in service delivery operations including extensive knowledge of statutory, regulatory and policy frameworks relevant to claims operations.
5. Strong stakeholder engagement and relationship building skills.
6. Demonstrated analytical skills, particularly in relation to data.

Notes

**Part-time: requests will be considered, minimum of 0.8 equivalent is required*

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

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To Apply

Position Contact	Samantha Harte, 02 6275 0085
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0729567

Federal Court of Australia

Closing Date: Monday 18 September 2023

Corporate Services

Job Title	Senior Finance Officer
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$82,689 - \$94,985
Classification	APS Level 6
Position Number	8232
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Senior Finance Officer is responsible for undertaking various day-to-day and month-end financial accounting activities for the Courts. These include processing of transactions to the Court's financial management system, responding to internal and external enquiries in a timely manner and other ad-hoc and administrative tasks as directed.

The position also provides systems administration support and assists with a help-desk role for both internal and external clients.

Major Activities

The occupant of this position is responsible for a range of day-to-day financial accounting and system administration activities including;

- Finance system administration support.
- Processing of accounting transactions within the Court's financial management information system as directed.
- Family Law direct debit account creation, upload, processing and response to queries.
- Calculation and submission of the Court's Business Activity Statement.
- Process drawdowns (twice weekly) and receipts (daily) into CBMS and associated general ledger journals
- Month-end reconciliations as required .
- Validation and processing of refunds for all Courts.
- Debt Reporting and follow up with registries.
- Provide finance help-desk support for other staff, on related matters.
- Investigate, resolve and respond to internal and external client queries.
- Other financial, administrative and location based duties as required.
- Backup for other team member roles.

Duties

Selection Criteria

1. Experience within a similar finance or accounting related role. Systems administrator experience would be highly regarded.
2. Strong numeracy skills and an understanding of the Court's financial policies and procedures.
3. Demonstrated experience in the use of a financial management information system and the Microsoft Office suite of applications including spreadsheets. Familiarity with Technology One (Financials) is an advantage.
4. Strong organisational skills including the flexibility to manage workload and prioritise tasks when required
5. Attention to detail and the ability to complete tasks accurately and in a timely manner.
6. Well-developed oral and written communication skills, including proven ability to communicate effectively with stakeholders at all levels.
7. Demonstrated ability to build and maintain positive and productive working relationships within a small, geographically dispersed team.

Eligibility

Eligibility

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

- Australian citizenship – the successful applicant must hold Australian citizenship;
- National Police Check – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
- Health clearance – the successful applicant will be required to complete a health declaration and may be required to attend a medical assessment to confirm their fitness for duty.

Notes

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

How to Apply

To apply for this position please click on the "apply now" button on the Federal Court website (www.fedcourt.gov.au)

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Wendy Paynter, 08 6317 5362
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0727261

Department of Defence

Closing Date: Monday 02 October 2023

Defence Intelligence Group
Intelligence Capability Division

Job Title	Deputy Director Psychological Services
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$125,622 - \$150,785
Classification	Executive Level 2
Position Number	DIG/06913/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=521C6259-E06B-A635-F9B0-D2027CB3DB87>

Duties

The Role

- Are you passionate about applying your leadership skills in a dynamic, high tempo organisational setting?
- Do you have a high level of specialist, professional and technical expertise?
- Are you confident and agile in dealing with complex people management and psychological issues?
- Do you have experience in providing subject matter expertise and leadership in the security psychology domain?

The Defence Intelligence Group (DIG) is seeking a highly motivated Deputy Director Psychological Services. The Deputy Director will support the Director Psychological Services in achieving strategic objectives and provide senior leadership, including:

- Strategic advice to senior management and stakeholders on security psychology and welfare matters;
- Demonstrating an ability to deliver on priorities and monitor work flow and performance;
- Undertake clinical supervision and quality assurance/governance;
- Developing, enhancing, and evaluating programs and initiatives;
- Providing strategic direction, including development of policy and processes;
- Initiating, establishing and maintaining strong relationships with stakeholders both internally and externally;

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

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The psychological services team delivers services across the entire Group. The successful candidate will have the exciting opportunity to help shape the work of psychology services in the DIG and provide specialist capability and support functions to Defence intelligence.

You will develop, coach and review individual, team and business performance, and identify opportunities for building team capability and continuous improvement. You will engage with key stakeholders across the Group and other parts of the Defence Organisation and National Intelligence Community.

Our Ideal Candidate

We are looking for candidates with strong people management skills and knowledge to lead a high performing and cohesive team and provide high level clinical supervision and governance. They will need to provide strategic leadership and operational management of security psychology services and participate in the development of corporate strategy at the agency level.

Individuals who can work with considerable independence, are able to perform very complex psychological assessments, analysis and reporting work within an integrated workforce will be considered. **Eligibility**

Security Clearance:

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

Mandatory qualifications:

- This psychology position requires a Bachelor of Psychology.
- This psychology position requires unconditional membership with the Psychology Board of Australia.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Defence Intelligence Group, 02 6270 5952
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=521C6259-E06B-A635-F9B0-D2027CB3DB87

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Defence

Vacancy VN-0729365

Department of Defence

Closing Date: Monday 25 September 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Technical Officer Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	CASG/08637/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B8709431-7A30-4285-73BF-D200DA484D0B>

Duties

Your Role

- Are you looking for a career that puts you at the forefront of cutting edge and sensitive technology?
- Do you want to contribute to the delivery of critical Defence Tactical Electronic Warfare systems?
- Are you interested in joining a great workplace in a challenging and rewarding role?

Electromagnetic Warfare and Intelligence Systems Land SPO (EWIS Land) is seeking a highly motivated and skilled communication Technical Team Leader. The Technical Team Leader will be able to perform and achieve complex technical communication work in compliance with legislative

frameworks, government decision making and Defence's mission and policy requirements.

As the Technical Team Leader, you will manage a small team that provides detailed technical and professional advice in relation to state of the art Tactical Electronic Warfare systems and contribute to strategic planning, program and project management and policy development. You will be able to work autonomously and display high levels of initiative and judgment when working on technical problems and shifting priorities.

Successful candidates will need to possess excellent communication and people management skills. We are seeking candidates with a diverse range of technical experience and backgrounds, including people who have gained their experience outside Defence and Government.

The Technical Team Leader will possess sound commercial and business acumen and a demonstrated understanding of the Defence Industry sector in Australia.

Our Team

EWIS Land SPO 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.

The EWIS Land Engineering and Technical Team is comprised of members of diverse skills and disciplines who work together to provide governance, assurance and enabling services to support a wide variety of activities undertaken by EWIS Land Executive and SPO business units.

Our Ideal Candidate

The successful candidate will:

- Perform complex communication technical activities and associated tasks working to agreed priorities and outcomes.
- Lead and manage a small team of technical officers.
- Develop and maintain technical knowledge of relevant processes, packages, product and equipment.
- Apply technical knowledge and experience to identify risks and uncertainties and take these into account in planning, decision making and priority setting.
- Assess whether technical packages, reports, processes, product and equipment performance meet the specified requirements, provide recommendations for continuous improvement and implement corrective actions.
- Ensure safety aspects of Defence capability are considered and incorporated into communications technical activities and tasks.
- Build and sustain positive relationships with internal and external stakeholders.
- Have highly developed communication skills.

The successful candidate will be required to undergo a Negative Vetting 2 security clearance. The successful candidate may be able to commence a role with a lower clearance however, failure to attain the Negative Vetting 2 security clearance may necessitate a role change. **Eligibility**

Security Clearance

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

Mandatory Qualifications

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

Notes

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

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To Apply

Position Contact	Claire Macfarlane-Rowles, 02 6212 4708
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B8709431-7A30-4285-73BF-D200DA484D0B

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Defence

Vacancy VN-0729421

Department of Defence

Closing Date: Monday 25 September 2023

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Fleet Planning Technical Officer
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	CASG/08626/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5615B40E-B048-8829-F8E0-D200DD1411DA>

Duties

Your Role

The duties of the APS5 Fleet Planning Technical Officer include:

- Plan and monitor the Romeo Fleet Planned Maintenance Interval (PMI) plan.
- Assist in prioritising technical output of NASPO Technical Query (TQ) requests to best meet PMI aircraft schedule.
- Perform moderately complex to complex technical configuration activities and associated tasks working to agreed priorities and outcomes.
- Understand priorities to identify, define issues and implement corrective actions.
- Build and sustain positive relationships with internal and external customers and actively participate in team work and group activities.
- Assess technical packages including scoping, planning and reviewing of packages.

Our Team

The MH-60R Product Support Team is the core Sustainment Support organisation within the Romeo Enterprise Organisation at HMAS Albatross, Nowra. The primary role function is the conduct of MH-60R Seahawk Romeo Helicopter Product Support Schedule budget, procurement and governance functions, delivered in accordance within the regulatory requirements of the Public Governance and Performance and Accountability (PGPA) act.

The successful applicant will join a diverse team made up of APS, ADF, US Navy and contractors, all driven to ensure both the airworthiness and mission readiness of the RAN's MH-60R Seahawk Romeo Helicopter fleet and the safety of its aviators and aircraft maintenance staff is delivered under a cost effective and financially compliant framework.

NASPO is a professional and supportive organisation focused on the growth, development, contribution and well-being of all team members. The position is full time with a single subordinate supporting the role and duties.

Our Ideal Candidate

- Recent experience in the use of Excel, Fleet Planner (FP), Maintenance Planning Electronic Tool (MPET), NETTMARS, CAMM2 and ARES are preferred.

- Good communication skills.
- Open and friendly personality to help develop and maintain good relationships with customers.
- Willing to learn new skills.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Michael Howlett, 02 4449 3513
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5615B40E-B048-8829-F8E0-D200DD1411DA

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Defence

Vacancy VN-0729492

Department of Defence

Closing Date: Monday 25 September 2023

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	International Engagement Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	CASG/07708/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D1E9846C-5775-0717-111F-D201C78410F9>

Duties

The Role

International Engagement is an integrated core function and key tool for the Australian Government to achieve its overall strategic objectives. CASG has a critical and far reaching role in engaging other countries through a range of capability cooperation agreements and DEPSEC CASG's position as the National Armaments Director.

The role provides support to Ministers, DEPSEC CASG, NSSG, GWEO and Division Heads on engagement and international policy matters as they relate to acquisition and sustainment. The importance of international collaborations (including as a key contribution to capability), of delivering key policy input and the conduct of CASG partner engagement is growing.

This is an exciting, fast paced position that requires the successful applicant to support the coordination of key international dialogues for Defence. Regular engagement with senior managers and foreign Government officials will be undertaken, and the applicant will need to be comfortable and resourceful in this environment.

About our Team

The International Engagement Team maintains Australia's relationships with allied partners, and acts as the main point of contact into CASG, for acquisition and sustainment international engagement matters. Our main responsibilities include:

- Coordinating planning for Australia's annual bilateral meetings with allied partners (hosted in Australia and overseas);
- Coordinating the planning for senior foreign officials visits to Australia;
- Developing international engagement objectives; and
- Developing written capability briefs to inform Ministers and Defence senior executive;

We are a diverse and high-achieving team that works across a varied and interesting range of tasks. We support senior officers and Ministers, and provide valued contributions for their decision making and international engagement. Our area would suit a candidate that is proactive and team-oriented, willing to apply a high level of customer focus and strong communications skills, and is interested in working with key stakeholders across Defence, Government, and with our international partners.

Our Ideal Candidate

You will have the ability to write high-level briefs such as Ministerial submissions, senior officer decision briefs and talking points on capability and policy matters. You will be able to understand, condense and align disparate briefing material into clear and concise briefing products for senior officers.

You will enjoy working in a dynamic team environment, be resilient and collaborative. Our ideal candidate should be able to demonstrate:

- An ability to respond appropriately to dynamic and evolving tasking requirements;
- Negotiate with a variety of stakeholders to manage workloads, timeframes, expectations and escalated enquiries;
- Excellent administration and time management skills, with an ability to manage competing priorities and with the ability to work under pressure and within tight deadlines;
- Strong stakeholder engagement and relationship management; and
- Excellent oral communication skills, attention to detail and a can do attitude.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kate Papalitsas, 08 7971 1144
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D1E9846C-5775-0717-111F-D201C78410F9

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Department of Defence

Closing Date: Monday 25 September 2023

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Analysts and Team Leaders
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DIG/08735/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=42AB6661-7BA6-58B5-050F-D201C8A00696>

Duties

The Role

The Australian Geospatial-Intelligence Organisation (AGO) is seeking highly motivated and curious candidates to fill a range of APS 6 analytical and team lead positions in the Intelligence and Insights (I&I) Branch. I&I Branch is focused on using unique intelligence tradecraft to deliver against mission priorities. We are innovative and collaborative. We work closely with domestic and international partners and always ensure compliance with Australian legislation.

An APS 6 analyst or team leader in I&I is accountable under limited direction to perform and achieve complex Geospatial intelligence (GEOINT) work. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

They are expected to work independently and are accountable for achieving outcomes. They are expected to coach or lead a team to set and achieve work priorities. They are required to identify, anticipate and respond to AGO's stakeholders needs and expectations to achieve Defence outcomes. Day to day, an APS 6 analyst and team lead performs the following tasks to achieve outcomes:

- Lead and conduct complex imagery and GEOINT analysis in support of national and Defence interests.
- Coordinate the delivery of analytical products that comply with standard procedures and legislative requirements.
- Provide advice on complex GEOINT analysis and make recommendations on the use of appropriate tradecraft.
- Apply their GEOINT expertise to achieve Defence mission outcomes.
- Build and sustain effective relationships with a wide range of national and international stakeholders.
- Facilitate direction for the team and be accountable for achieving accurate completion of work within timeframes.
- Share own expertise and mentor others.

We are looking for people with experience across a diverse range of subject matters to join our team. Previous experience with GEOINT is not a requirement as formal and informal training opportunities will be made available.

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

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Defence Intelligence Group brings together Defence's intelligence functions to deliver priority-driven, fused intelligence analysis and products. As an integral part of the Defence Intelligence Group, AGO leads the Defence community in delivering geospatial-intelligence (GEOINT) in support of the Defence and National interest. GEOINT is a critical enabler for Defence operations and national activities such as Australian Defence Force operations and training, whole-of-government intelligence and security activities, natural disaster responses, strategic decision making and policy development.

Our Ideal Candidate

Our ideal candidate is collegiate, forward leaning, creative and is committed to advancing Australia's national security interests. As a member of I&I Branch you will:

- Be able to effectively and confidently lead a team to deliver outcomes for the Australian Government.
- Think strategically and solve problems in support of government decision-making and Defence's mission and policy requirements.
- Communicate effectively with a diverse range of stakeholders.
- Respond positively to tight deadlines and changing requirements in high-pressure situations.
- Contribute to a positive work culture and strive to build your knowledge and tradecraft.
- Work to high levels of autonomy and responsibility.
- Expected to take carriage of significant pieces of work either independently or as part of a team.
- As a team leader take on formal managerial responsibilities for your team

We are looking for people with experience across a diverse range of subject matters, previous experience with GEOINT is not a requirement as formal and informal training opportunities will be made available. An AGO APS 6 candidate would benefit from possessing a wide range of skills and/or diverse experiences that demonstrate their ability to analyse complex information to support the needs of AGO's varied policy and operational customers. Candidates should be inclusive, collegiate, innovative and professional.

We welcome candidates of all backgrounds, genders and abilities and we will embrace your identity while appreciating the value of your unique contributions to the AGO mission. If you are exploring a career change, or a parent returning to the workforce then we want you to apply! We're not only looking at your analytical experience, we want to understand your potential and how your current skills and knowledge can add value to a shared mission in I&I Branch where we can provide you with the opportunity to learn about GEOINT. **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>

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To Apply

Position Contact	Australian Geospatial-Intelligence Organisation, 02 5108 9866
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=42AB6661-7BA6-58B5-050F-D201C8A00696

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Defence

Vacancy VN-0729585

Department of Defence

Closing Date: Monday 25 September 2023

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Analyst Roles in Intelligence and Insights (I&I) Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Russell ACT
Salary	\$78,143 - \$83,700
Classification	APS Level 5
Position Number	DIG/08697/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=75A02541-1E32-7B71-D8D5-D20203A73640>

Duties

The Role

An APS 5 analyst in I&I is accountable under limited direction to perform and achieve complex geospatial intelligence (GEOINT) work as part of an intelligence team. They undertake specialist research and analysis, conduct reviews, assessments, investigations and perform operational work to achieve results. An APS 5 analyst in I&I is accountable to maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision making and Defence's mission and policy requirements.

Day to day, an APS 5 analyst in I&I performs the following tasks to achieve outcomes:

- Perform complex imagery and GEOINT analysis in support of National and Defence interests.
- Deliver analytical products that comply with standard procedures and legislative requirements.
- Draft complex intelligence reports, briefs and documentation within Defence, the National Intelligence Community (NIC) and Government.
- Work collaboratively with national and international stakeholders on matters of strategic, national and Defence interest.
- Build and sustain effective relationships and actively mentor less experienced team members.
- Take the initiative to design solutions to overcome challenges.

We are looking for people with experience across a diverse range of subject matters to join our team. Previous experience with GEOINT is not a requirement as formal and informal training opportunities will be made available.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised

and your BDCP additional payment will cease.

About our Team

The Australian Geospatial-Intelligence Organisation (AGO) is seeking highly motivated and curious candidates to fill a range of APS 5 analytical positions in the Intelligence and Insights (I&I) Branch. I&I Branch is focussed on using unique intelligence tradecraft to deliver against mission priorities. We are innovative and collaborative. We work closely with domestic and international partners and always ensure compliance with Australian legislation.

Our Ideal Candidate

Our ideal candidate is collegiate, forward leaning, creative and is committed to advancing Australia's national security interests.

As an APS 5 analyst in I&I Branch you will:

- Be able to effectively and confidently utilise your analytical skills to deliver outcomes for the Australian Government.
- Solve problems in support of government decision-making and Defence's mission and policy requirements.
- Respond positively to tight deadlines and changing requirements in high-pressure situations.
- Contribute to a positive work culture and strive to build your knowledge and tradecraft.
- Actively contribute to strategic discussions with a view to making improvements.
- Have a well-developed ability to anticipate future obstacles and opportunities.
- Work effectively in a cross-disciplinary manner to achieve results for Defence and the NIC.
- Possess highly developed communication and stakeholder engagement skills to represent I&I and AGO to external parties with confidence and self-assurance.

An AGO APS 5 candidate would benefit from possessing a wide range of skills and/or diverse experiences that demonstrate their ability to analyse complex information to support the needs of AGO's varied policy and operational customers. Candidates should be inclusive, collegiate, innovative and professional. We welcome candidates of all backgrounds, genders and abilities and we will embrace your identity while appreciating the value of your unique contributions to the AGO mission. If you are exploring a career change, or a parent returning to the workforce then we want you to apply! We're not only looking at your analytical experience, we want to understand your potential and how your current skills and knowledge can add value to a shared mission in I&I Branch where we can provide you with the opportunity to learn about GEOINT. **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

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To Apply

Position Contact	Ben Stanyer, 02 6269 4376
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75A02541-1E32-7B71-D8D5-D20203A73640

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Defence

Vacancy VN-0729604

Department of Defence

Closing Date: Monday 25 September 2023

ARMY
Special Operations Command

Job Title	Director Special Operations Modernisation, Integration and Innovation Centre
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	ARMY/08750/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6EA92097-5BBD-ACCD-B8D5-D20204D1962E>

Duties

The Role

This position will require knowledge and experience in blending a variety of project and program delivery approaches to accelerate the time to value in Information and Communications Technology product delivery to a variety of military stakeholders. This will include leading agile and adaptive cross-functional teams in the rapidly changing technological environment in order to deliver

military effects.

This will require a knowledge of the Defence Capability Lifecycle, Defence Capability Manual and Defence Strategic Review in order to be accountable to plan, lead and manage an engagement and communication team in order to represent Special Operations Command equities within the broader Integrated Investment Program and Defence Enterprise with regard to Information and Communications Technology and Command, Control, Computers, Communications, Cyber and Intelligence. It will require a comprehensive knowledge of technology and its best practice implementation through architectural and organisational models within the Information and Communications Technology environment.

Through this role, the intent is to accelerate and increase the agility and adaptiveness of Defence achieving military effects. This role will include the management of a mixed uniformed, APS and Contracted workforce and physical resources and exercise the associated responsibilities to achieve business outcomes.

This position has personnel management responsibilities; as such you will be required to exercise your leadership and management skills and knowledge to lead a high performing team that operates with Special Operations Command units, users and mixed elements from across Army. You will work collaboratively as part of the broader Special Operations Command and Defence team. You will be expected to confidently and articulately represent the interests of Special Operations Command and Army within the broader Defence environment.

About our Team

Special Operations Command is seeking an experienced Information and Communications Technology Manager to join a small integrated team of APS, military and contracting staff. This diverse workforce of APS, ADF and contracted staff use Defences policies, procedures, and investment associated with Special Operations Command equipment, estate and information systems to support the modernisation of Special Operations Command at the cutting edge of technological advancement. It does this through the management and delivery of program of innovation, integration and product evaluation tasks.

This role will help to accelerate Special Operations Commands modernisation program and help ensure that we continue to deliver interoperable and integrated capability in order to contribute to joint effects. It does this by ensuring that joint Special Operations capability is sustained and modernised, delivering fundamental Special Operations Command capabilities, integrated with each other and in accordance with Army's Land Capability System and Defence's Capability Life Cycle.

It will further support Special Operations Command's ability to be agile and adaptive in the rapidly changing technological environment through the provision of capability development, engineering oversight, governance and assurance and assistance in the accreditation of Command, Control, Computers, Communications, Cyber, Intelligence, Surveillance, Reconnaissance and Electronic Warfare systems. Through a modernisation led approach, this role will ensure that systems maintain alignment to strategic priorities and Special Operations Commands role in such.

Our Ideal Candidate

To be successful our ideal applicant will:

- Be able to work in an operationally focused, high tempo organisation with flexibility and agility as key attributes, and an ability to independently prioritise, assign and evaluate workloads.
- Have experience in managing teams of teams in the delivery of Information and Communications Technology products to diverse stakeholder groups within agile and adaptive timeframes.
- Have experience in blending a variety of project and program delivery approaches to accelerate the time to value in product delivery.
- Have experience with Defence's Capability Life Cycle and Capability Delivery, including knowledge and expertise to plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunications systems within a highly secure and sensitive organisation.
- Be able to resolve complex information management issues detailing the tools you use to achieve positive outcomes.
- Be a clear and concise communicator with the ability to effectively engage and support executives, staff and external stakeholders at all levels, and represent the organisation at technical forums and committees as required.
- Be able to prepare high quality written briefs and negotiate effectively with stakeholders and team members to support the delivery of Information and Communications Technology mission systems.
- Have demonstrated public service leadership skills, professionalism and probity.

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>

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	Glenn Bellingham, 02 5108 7323
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6EA92097-5BBD-ACCD-B8D5-D20204D1962E

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Defence

Vacancy VN-0729619

Department of Defence

Closing Date: Monday 25 September 2023

Security and Estate Group
Service Delivery Division

Job Title	Estate Data Systems User Support
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	SEG/08699/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F8545FBB-1CBE-E555-76F5-D202056DB5A4>

Duties

The Role

As an APS5 ICT Customer Support Officer, you are accountable under routine direction to perform and achieve moderately complex helpdesk, incident management, communications and applications work within an integrated workforce.

- You will be accountable for organising your own workflow and making independent decisions relating to your area of responsibility.
- You will interpret and provide advice within the ICT Estates service support function based on legislation, policy and procedures.
- You will undertake technical research and analysis, conduct reviews, assessment, investigations and perform procedural, clerical, administrative support work to achieve results.
- You will coordinate and contribute to the work of the team consistent to a work plan and provide advice and assistance on methods of task completion to team members.
- You are required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes.

About our Team

We work in a blended team of APS members and contractor personnel, combining our skills and knowledge to support Estate Data system users in all aspects of being trained in the use of the Estate Data systems. We then continue to support them to enable their improved use of the system effectively in their own workplace. You will work closely with the Training Team who develop new training products many based on our advice and suggestions. The Training team and User support team (for which this position resides) work directly to the Assistant Director User Support.

Our Ideal Candidate

Resourceful, self-motivated candidate with a keen interest in providing excellent customer service to our system users and stakeholders. You will need to be a supportive team member working collaboratively with colleagues by sharing knowledge, but equally comfortable completing tasks independently and conducting own research to achieve the best outcome.

You will be capable of both writing and following complex Standard Operating Procedures. An enquiring analytical mind is needed to identify the cause of system issues and undertake problem

solving to provide resolution steps for users, using non-technical language suited to the user's level of understanding.

The ideal applicant will have strong Microsoft Office skills (particularly Outlook, Word and Excel), and experience using HP Service Manager (DSMS) or similar IT tool meeting ITIL principles is highly preferable. Coordination and triage of team tasks will be required, along with assigning requests to team members / Business Analysts / other ICT teams. **Eligibility**

Security Clearance

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

Notes

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

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To Apply

Position Contact	Lyndall Drake, 02 5130 7652
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F8545FBB-1CBE-E555-76F5-D202056DB5A4

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Defence

Vacancy VN-0729650

Department of Defence

Closing Date: Monday 25 September 2023

Defence People Group
People Services

Job Title	Business Assurance Lead; Business Analysis Project Managers
Job Type	Full-Time, Ongoing
Location	Newcastle NSW, Bandiana VIC, Canberra ACT, Melbourne VIC
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/08457/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=588794D1-B2C2-DD2F-F581-D202072FD266>

Duties

The Role

People Systems and Payroll Services (PS&PS) is seeking to fill several APS 6 positions, with a merit pool to fill future vacancies across the Branch and broader Defence People Group over the next 18 months. The roles can be based in any of the PS&PS locations of Canberra, Melbourne, Bandiana, VIC and Raymond Terrace, NSW.

People Systems Assurance and Improvement APS6 Leads a small team focused on branch-wide assurance assessments and activities supporting delivery of a systemic approach to assuring timely and accurate payroll services. People Systems Business Analysis APS6 Project Managers leads complex development of payroll functionality in Defence's Human Resource and Pay System - PMKeyS.

Leading a multi-disciplined teams delivering payroll system changes resulting from legislative, policy and associated functional changes. Ranging from working with specialist resources across Defence to develop new payroll system automations through to configuration changes for pay rises and similar.

About our Team

People Systems and Payroll Services within Defence People Group enables Defence capability and supports the Defence community through resilient and trusted people and payroll services.
Our core business includes:

- Developing, sustaining and managing people and payroll systems including data security.
- Delivering timely and accurate payroll services for approximately 100,000 Defence people.
- Providing reliable people and payroll systems advice and, where appropriate, influencing reform across the Department.

Our Ideal Candidate

We are looking for people who can imagine the future and the steps required to get there, while also transforming day to day activities to create capacity for future planning and implementation, including experience in:

- Defence integrated Human Resource and pay systems (primarily PMKeyS) or capacity to rapidly develop a strong understanding of complex systems.
- Using analytical thinking to identify issues, take calculated risks, and make decisions whilst understanding the impact on the organisation.
- Reviewing, interpreting and applying policy and legislation to support technical and functional documentation which support system changes.

- Strong stakeholder engagement and management, liaising with stakeholders to resolve complex issues, and determining the benefit and priority of changes within PMKeyS including driving process reform.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Sue Hampson, 02 6192 7689
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=588794D1-B2C2-DD2F-F581-D202072FD266

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Education, Skills and Employment

Vacancy VN-0729772

Tertiary Education Quality and Standards Agency

Closing Date: Monday 25 September 2023

Corporate Services Finance

Job Title	Senior Finance Officer (Management Accounting)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$90,838 - \$99,891
Classification	APS Level 6
Position Number	19313
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

About you

- Do you have experience working in the Commonwealth sector, exposure to a wide range of external budgeting matters, and can influence and support program and policy outcomes?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?
- Are you passionate about contributing to the excellence of Australian higher education?

About the position

The **Senior Finance Officer (Management Accounting)** is primarily accountable, under limited direction, for undertaking moderate to complex finance related activities and tasks within established procedures and guidelines. They will work in a small and agile team, responsible for ensuring effective management of TEQSA's internal and external reporting requirements and delivering a wide range of finance business services in an accurate and timely manner.

The **Senior Finance Officer** will foster collaborative relationships with internal and external stakeholders and liaise with them on a range of budgetary matters. They will provide professional and objective advice through delivery of accurate, timely and high-quality financial analysis and reporting. They will exercise both initiative and sound judgement to solve complex problems or determine an appropriate course of action.

The **Senior Finance Officer** will work collaboratively in a small team and contribute to team planning, continuous improvement, and decision-making. They will effectively identify, analyse, and manage risk and issues regarding their work, and exercise judgement that is appropriate for their position.

Duties

As the **Senior Finance Officer (Management Accounting)**, you will be accountable for:

1. coordinating and managing TEQSA's budget estimates process including:
2. preparing and reviewing estimates model to support the budget estimates.
3. maintaining timely accurate estimates data in Central Budget Management System (CBMS).

4. providing advice to business areas and executives on the Commonwealth budget process, including assisting business areas with the development of policy costings for Cabinet submissions and New Policy Proposals (NPP).
5. contributing to the preparation of budget publications, including the Portfolio Budget Statements and Additional Estimates statements, and liaising with internal and external representative, including from the Department of Finance and Department of Education.
6. developing and managing the internal budgeting and forecasting processes, including preparing accurate and timely monthly management reports, variance analysis and related commentary for operating and capital expenditure.
7. assisting in cost recovery activities in collaboration with the Assistant Director.
8. contributing to the efficient and effective administration of finance functions, including month end journals, accounts processing (payable and receivable), tax and asset management.
9. assisting with the implementation of business process improvements for the team and contributing to the achievement of team outcomes as identified in the Business Plan.
10. performing other duties as required.

Our ideal candidate

TEQSA is looking for someone who is passionate about contributing to the excellence of Australian higher education. Our ideal candidate will have:

- demonstrated experience and knowledge in commonwealth financial frameworks, reporting, budgeting, financial management and external budget policy and processes, or the ability to quickly acquire this experience.
- high-level written and verbal communication skills, including the ability to prepare high quality, concise advice, reports, strategies, policies, and briefs for a range of stakeholders and senior leaders.
- excellent interpersonal and stakeholder management skills, and a proven ability to build and maintain collaborative and effective relationships with stakeholders, to achieve successful outcomes.
- strong organisational skills and attention to detail, demonstrated resilience, and a proactive approach to managing own workload and competing priorities in tight timeframes, while maintaining accuracy.
- a strong focus on customer service and achieving results, supporting continuous improvement activities and working cooperatively in a small team.

Qualifications and experience

- Strong technical skills, particularly with MS Excel, and experience using a financial management system, preferably Technology One, would be advantageous.
- Membership of a professional accounting body (such as CPA/CA), or working towards a professional qualification, will be highly regarded.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment. **Notes**

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.
- Non-ongoing vacancies may be filled for up to 18 months with the possibility of a further extension (up to a total period of 3 years) or become ongoing.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Varun Saigal, (03) 8306 2489
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Education, Skills and Employment

Vacancy VN-0729797

Tertiary Education Quality and Standards Agency

Closing Date: Monday 25 September 2023

Policy, Research and Engagement Policy and Research

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT, Sydney NSW, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	\$90,838 - \$99,891
Classification	APS Level 6
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

About you

- are you passionate about contributing to the excellence of Australian higher education?
- are you a strategic thinker with a drive for innovation and collaboration?
- do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

TEQSA currently has multiple opportunities in the **Policy and Research Team**, which sits within the Policy, Research and Engagement group.

As an **APS6 Senior Policy Officer** in the Policy and Research Team you will, working under limited direction, analyse and interpret complex information to provide advice and recommendations to a range of stakeholders. The stakeholders include decision makers, other internal staff, and external stakeholders. You will also support TEQSA in identifying issues and emerging risks impacting the sector, as well as planning and implementing projects and initiatives to address these issues.

Duties

The core duties of the **APS6 Senior Policy Officer** role include:

- leading the development and implementation of strategic projects and initiatives to enhance TEQSA's regulatory capability and improving guidance to and support for, the higher education sector relating to compliance with the ESOS and TEQSA frameworks
- undertaking complex research and where required, coordinating responses from internal and external stakeholders to identify and report on issues impacting TEQSA and the higher education sector, as well as evaluating and recommending strategies to address these issues
- drafting high quality and concise advice briefs, presentations, and reports for a range of audiences to facilitate positive, timely communications with stakeholders and enable effective internal reporting and decision making

- liaising and consulting with internal and external stakeholders to foster positive, collegial, and effective working relationships as well as facilitating knowledge sharing to enhance TEQSA's intelligence capability
- contributing to the ongoing achievement of the Policy, Research and Engagement Group's corporate and business planning objectives
- working effectively and collaboratively in a team, managing competing priorities and requests while maintaining accuracy and attention to detail, solving problems, and providing advice, training and support to others as required.

Our ideal candidates

TEQSA is looking for high-performing team members who are passionate about contributing to the excellence of Australian higher education.

Our ideal candidates will have the following:

1. **Communication skills** - high level spoken and written communication skills, including the ability to prepare high quality, concise advice, briefs, presentations, and reports for a range of stakeholders and senior leaders.
2. **Project management skills** - demonstrated capability to plan and lead strategic projects and initiatives which are informed by complex research and aligned with organisational objectives.
3. **Critical thinking, analysis, and research skills** - demonstrated ability to think critically with excellent analytical, conceptual, research and personal management skills to provide evidence-based high-level advice.
4. **Organisation and time management skills** - strong organisational skills and the ability to manage competing deadlines, whilst maintaining accuracy and attention to detail in the delivery of reports and projects.
5. **Knowledge of relevant frameworks and processes** - knowledge of, or the ability to develop and understanding of, relevant legislative, financial, and administrative compliance frameworks, government decision-making processes and agency guidelines and regulations.

It is desirable for candidates to understand the higher education sector in a regulatory context, domestically and globally, including sector trends and provider and systemic sector risk. **Eligibility**

The successful applicant must:

- be an Australian citizen
- complete a National Police Check satisfactorily
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- this recruitment process is being used to fill multiple vacancies.
- a merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the 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>

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To Apply

Position Contact	Ben Schulz, (03) 8306 2529
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Environment and Energy

Vacancy VN-0729773

Clean Energy Regulator

Closing Date: Sunday 24 September 2023

Corporate
Corporate Communications and Contact Centre

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,619 - \$104,302
Classification	APS Level 6
Position Number	CER 110/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

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

About Us

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

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

The Agency

There are a range of perks working at our agency.

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

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

Our People

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

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

About the Branch

The Corporate Branch is responsible for delivering services that support the operation of the agency and ensures its compliance with legislation, policy and guidelines. These services include communication and media support, financial management, performance and parliamentary reporting, procurement, human resource and facilities management.

About the section

The Communications and Contact Centre section is a busy and productive team of communications professionals. We are a centralised communications team working with colleagues in business areas from across the agency.

We provide specialist external and internal communications and stakeholder engagement advice and activities to support the agency in meeting its outcomes. We do this via a range of digital and traditional communication channels.

We value expertise and innovation. We work together to deliver great outcomes in a supportive environment.

Duties

We're looking for experienced, passionate and committed communications professionals to fill several APS6 positions in our busy communications team.

The successful candidates will have:

- Demonstrated experience in:
 - Communications account management, including developing and implementing communication strategies for external audiences.
- Ability to build and sustain relationships with internal and external stakeholders.
- Well-developed time management with the ability to manage and deliver multiple projects within changing priorities.
- Experience managing communication strategies with the ability to identify areas for improvement, provide content advice and initiate change.
- Ability to think strategically and identify ways in which the team and/or section can build on its goals and objectives.
- Experience working within a team environment with a demonstrated ability to lead projects and make decisions independently.

Qualifications/Experience

Our preferred candidate will have:

- a minimum of 3 years' experience in a related communications discipline,
- well-developed written and oral skills, including proven ability to write in plain English,

- the ability to work independently as well as collaboratively in a fast-paced environment and,
- a degree or diploma, or post graduate diploma from an Australian tertiary institution or a comparable overseas qualification, with a major in public relations, communications, marketing, writing or stakeholder engagement will be highly regarded.

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

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

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

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

Notes

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About the Clean Energy Regulator

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

To Apply

Position Contact	Susan Hoerlein, 02 6159 3223
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Aged Care Quality and Safety Commission

Closing Date: Sunday 24 September 2023

Quality Assessment and Monitoring Group

Job Title	Senior Quality Assurance Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Perth WA, Hobart TAS, Adelaide SA
Salary	\$89,394 - \$100,849
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/about-us/careers/current-vacancies>

Our Role

We are the national end-to-end regulator of aged care services and are focused on delivering a world class sector that safeguards the welfare and rights of consumers. We are invested in engagement and education to:

- build confidence and trust in aged care
- empower consumers
- support providers to comply with quality standards
- promote best practice service provision.

Our responsibilities

We are also responsible for:

- granting approval for providers to deliver aged care services
- administering the Serious Incidents Response Scheme
- reducing the use of restrictive practices.

We independently accredit, assess and monitor aged care services subsidised by the Australian Government, conduct home care investigations and determine provider compliance including whether any requirements or sanctions need to be imposed. We also resolve complaints about services.

Duties

The Quality Assessment and Monitoring Group is responsible for quality assessment and monitoring of approved provider compliance with the Aged Care Quality Standards, accreditation and reaccreditation audits of residential aged care services, quality audits of home services, and investigations into triaged reports of serious incidents in aged care services.

As a Senior Quality Assurance Officer in the Quality Assessment and Monitoring Group, you will:

- Conduct internal quality sampling activities that may include field-based observation of assessment teams' practice and desk-based review of sampled assessment team reports and regulatory decisions.
- Provide timely, specific and meaningful feedback that promote quality and/or consistency improvements.
- Collect and Analyse findings and trended issues from quality sampling, prepare sampling outcome reports that include improvement actions recommendations.
- Contribute to the development and maintenance of relevant quality assurance or quality sampling tools, guidance and procedures.
- Applying strong communication and interpersonal skills and working constructively with internal stakeholders to promote continuous improvements.

Eligibility

Our ideal candidates will demonstrate their capability to:

- A strong understand of legislative, policy and regulatory frameworks, in particular the Aged Care Quality and Safety Commission Act 2018, Aged Care Quality and Safety Commission Rules 2018, administrative decision-making principles and the Aged Care Quality Standards, or be able to demonstrate a capacity to quickly acquire this knowledge.
- Demonstrated experience in critical analysis, data interpretation and conceptual skills with the ability to translate complex information into logical, concise, evidence-based reports and briefs in line with quality assurance requirements.
- Excellent oral and written communication skills supporting an ability to effectively manage interpersonal relationships and communicate with influence with internal stakeholders.
- Experience in quality management, continuous improvement, process design or process improvement with high level attention to detail, accuracy and thoroughness in work undertaken.
- Demonstrated ability to respond positively to change, take responsibility for managing work initiatives and the ability to build capability and provide support to teams.
- Experience as a quality assessor is not essential, however assessor knowledge and experience is welcome.
- Be an effective representative of the organisation, acting professionally (including adhering to APS Values & Code of Conduct) and operating within the boundaries of organisational processes and legal and public policy directions.

Notes

Salary offered will be between **\$89,394 – \$100,849** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit www.apsc.gov.au/citizenship-aps

Merit Pool established through this selection process may be used to fill this or future Ongoing vacancies.

Travel Expectations: Extensive travel (mostly within a state but also interstate) is an inherent requirement of the role. Travel requirements involve several nights or overnight travel each week or fortnight. Applicable travel expenses are covered under the Commission's travel policy, and a current driver's licence is essential to support the travel expectations of the role.

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.
3. As part of your application, you will be requested to complete online a 'one page pitch' and attach your Resume. Cover letter is optional
4. Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers/current-vacancies> by **11:59pm (AEST) on 24th September 2023**.

As part of your application you will need to provide:

- Your resume (three pages maximum)
- A 'one page pitch' telling us how your skills, knowledge, experience, and qualifications make you the best person for the job and to perform at the relevant classification level.

You are encouraged to refer to 'The Opportunity' and 'Our Ideal Candidate' sections of this position, and the APSC's Cracking the Code to assist you in drafting your one page pitch.

Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the role can be directed to QAM Workforce Planning by emailing QAM.workforceplanning@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

To Apply

Position Contact	QAM Workforce Planning, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0729568

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Monday 25 September 2023

ACSQHC
ACSQHC SQIS

Job Title	Project Officer, SQIS
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$91,084 - \$102,756
Classification	APS Level 6
Position Number	20044133
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Project Officer will work with the Program Manager and Senior Project Officers of the program to support the development and implementation of indicators to support quality improvement. This work will involve organising and assisting with public consultation processes, providing secretariat support to program committees, undertaking literature reviews and analysing information, drafting papers across the program areas and providing project support.

This position will contribute to the work of the Indicator Development team within the Safety and Quality Improvement Systems program area with a focus on the development, revision and implementation of safety and quality indicators. The team's work includes projects focused on primary care measurement, patient-reported measurement, incident management, patient safety culture and indicator development for clinical care standards.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
3. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials.
4. as directed, liaise with key internal and external stakeholders such as other agencies, clinical organisations, consumer groups, government authorities, the private health sector, professional organisations bodies and contractors

5. Support procurement and financial administration, including obtaining quotes, liaising with vendors, drafting contracts, registering and closing contracts in the Commission's financial system (SAP), processing of invoices, tracking and reconciliation.
6. Collaborate with other team members and other program teams within the Commission to support the work of the team.
7. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.

Eligibility

The successful candidate will have:

- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
- Demonstrated project management skills and experience.
- Demonstrated strong writing skills, including the ability to write high level documents including briefing papers, reviews, submissions and meeting papers.
- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- An understanding of Australia's health care system and key safety and quality issues.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications.
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Suzanna Henderson (02) 9126 3595.

Closing date for applications is **midnight, Monday 25 September 2023**.

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Suzanna Henderson, (02) 9126 3595
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0729022

Department of Health and Aged Care

Closing Date: Monday 25 September 2023

Service Delivery Division
Queensland and Northern Territory Branch Queensland State Office Section

Job Title	Executive Level 1 - Assistant Director, Queensland State Office
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Brisbane QLD
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-SDDIV-19814
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

As an Assistant Director in the Queensland State Office, this is an exciting opportunity to be part of a team that acts as stewards to deliver the Australian Government's objectives of better health and wellbeing for senior Australians and First Nations people. You will work collaboratively with a range of stakeholders in the aged care and health systems including external providers, communities and staff in policy, program, regulatory and corporate areas of the Department to achieve the Government's aged care and health priorities.

We are seeking an enthusiastic professional who demonstrates personal drive as well as excellent communication skills and empathy. The successful applicant will have excellent stakeholder engagement skills and build strong working relationships with external service providers, the Northern Territory team and other teams across the Department.

The Queensland State Office has an office in Brisbane and is opening an office in Cairns. The successful applicant would be required to travel from time to time.

Duties

We are looking for high-performing individuals with the leadership skills, experience and capabilities to lead a team to deliver strong outcomes in support of aged care reforms, including across First Nations programs. Successful candidates will actively contribute to the shared purpose and direction of a team that has multiple functions across a

range of aged care and health programs.

Key responsibilities include:

- Lead, manage and provide direction to a team across a range of program areas.
- With a strong focus on the needs of senior Australians and First Nations peoples, developing an understanding of the local community and the aged care and health services within that community including planning for future needs.
- Gathering local intelligence and analysing local aged care and health data to support people and communities across Queensland access quality, sustainable aged care and health services.
- Contribute to continuous national improvement to help ensure the aged care and health system is as responsive as possible to the needs of senior Australians and their families and carers.
- Building relationships and solutions brokering, including collaborative planning, assistance, and issues management, connecting consumers and services, cross-program support.
- Representing the Department at various stakeholder engagement activities, including with consumers, service providers, state governments and other Commonwealth agencies.
- Establish strong collaborative relationships within the Department and with a range of external stakeholders.
- Establish strategies to work within the system and with aged care providers and health services to build capability.
- Using the relationships formed with stakeholders and existing community networks work together to reach solutions to problems that arise as well as undertake pre-emptive action to avert problems.
- Gather local data and information to feed into evaluation and ongoing planning activities.
- Help build capacity and capability of service providers by providing or facilitating education and training and working together to find solutions as issues arise.
- Support, coach and mentor team members so they feel engaged and empowered to contribute to the outcomes of the regional team and the Department as a whole.
- Prepare complex and routine written material as required.
- Respond in a positive and flexible manner to change and uncertainty and assist teams to work through change.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30PM AEST

Applicants should quote reference number 23-SDDIV-19814 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Mitch Longman, 07 3360 2752
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729470

Department of Health and Aged Care

Closing Date: Monday 25 September 2023

Information Technology Division
Corporate Systems Branch Online Services Section

Job Title	Scrum Master / Project Manager
Job Type	Full-Time, Ongoing
Location	Woden ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Hobart TAS, Adelaide SA, Darwin NT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-ITDIV-20157
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The Online Services Section within the Corporate Systems Branch is responsible for developing and maintaining the Department's websites and SharePoint collaboration platform.

We are seeking an enthusiastic professional to fill the APS6 Scrum Master / Project Manager role who will function as part of a multi-disciplinary team of IT professionals with some of the key responsibilities of the role being training, mentoring and supporting teams to follow agile values, principles and practices, managing team workflows, project management, business improvement, and system testing. The successful officer will be motivated, demonstrate leadership, project management and enjoy working in a collaborative high paced environment.

Duties

This role reports to the Director – Online and Collaboration Services Section and will function as part of a multi-disciplinary team of IT professionals. The role will be responsible for:

- Training, mentoring and supporting teams to follow agile values, principles and practices
- Determining and managing team workflows
- Tracking and ensuring task completion
- Helping teams to manage project risks and issues
- Scheduling and facilitating scrum events, meetings and decision-making processes
- Monitoring progress and performance and helping teams to make improvements
- Planning and organising demos and product/system testing
- Ensuring the proper use of collaborative processes and removing impediments for the teams
- Tracking project processes and deliverables in Azure DevOps
- Preparing and presenting status reports to stakeholders.

The role will also be required to provide project management support including:

- Liaising with stakeholders to discuss project scope and priorities
- Managing project budgets
- Using various project management tool to report on project status, risks and issues.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Mandatory Qualification:

To be eligible for this position applicants must hold a Degree in Information Technology or demonstrated equivalent professional experience. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 23-ITDIV-20157 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds

and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Phil Riethmuller, 02 6289 8340
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729494

Department of Health and Aged Care

Closing Date:Monday 25 September 2023

Service Delivery Division
Queensland and Northern Territory Branch Queensland State Office Section

Job Title	APS Level 6 - Departmental Officer, Queensland State Office (Several Positions)
Job Type	Full-Time;Part-Time, Ongoing
Location	Cairns QLD, Brisbane QLD
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-SDDIV-20036
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

As a Departmental Officer in the Queensland State Office, this is an exciting opportunity to be part of a team that acts as stewards to deliver the Australian Government's objectives of better health and wellbeing for senior Australians and First Nations people. You will work collaboratively with a range of stakeholders in the aged care and health systems including external providers, communities and staff in policy, program, regulatory and corporate areas of the Department to achieve the Government's aged care and health priorities.

We are seeking an enthusiastic professional who demonstrates personal drive as well as excellent communication skills and

empathy. The successful applicant will have excellent stakeholder engagement skills and build strong working relationships with external service providers, the Northern Territory team and other teams across the Department.

The Queensland State Office has an office in Brisbane and is opening an office in Cairns. The successful applicant would be required to travel from time to time.

Duties

We are looking for high-performing individuals with the skills, experience and capabilities to be part of a team to deliver strong outcomes in support of aged care reforms, including across First Nations programs. Successful candidates will actively contribute to the shared purpose and direction of a team that has multiple functions across a range of aged care and health programs. Key responsibilities include:

All positions:

- Maintain a high level of knowledge regarding aged care, relevant health areas and aged care reforms and interpret relevant legislation, policies and procedures to prepare clear, evidence-based information to support decision-makers to exercise delegations in a nationally consistent and accountable manner
- Undertake or support engagement activities at multiple levels, from responding to operational queries, to representing the department at various meetings and presenting at forums with a wide range of stakeholders
- Contribute to and lead the development of team goals, work plans and broader section planning (including plans and processes to ensure effective engagement with stakeholders), managing priorities and workloads and undertaking staff supervision and support activities
- Utilise a range of IT applications
- Work with existing service providers undergoing challenging circumstances and be part of the team ensuring that the needs of older Australians are secured.
- Undertake emergency management and preparedness functions to support aged care providers and recipients including in response to pandemics and other natural disasters.

Regional Teams (Cairns and Brisbane based)

- Develop an understanding of the local community and the services within that community including planning for future needs.
- Undertake stewardship activities to enhance the governance of aged care and support better outcomes for older Australians and First Nations people including through identification and escalation of issues, solutions brokering activities, and working closely with a range of internal and external stakeholders to support effective delivery of aged care and health programs
- Work with existing service providers to look for ways to continuously improve services, provide information and education and training in the local region.

Statewide Teams (Brisbane based)

- Work with existing service providers of concern and be part of the team ensuring that the needs of older Australians and First Nations people are secured.
- Undertake emergency management and preparedness functions to support aged care providers and recipients including in response to pandemics and other natural disasters.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30PM AEST

Applicants should quote reference number 23-SDDIV-20036 to assist when making an enquiry.

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

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Mitch Longman, 07 33602752
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729498

Department of Health and Aged Care

Closing Date: Monday 25 September 2023

Primary Care Division
Primary Health Networks Branch Several

Job Title	Executive Level 1 - Assistant Director, Primary Health Networks Branch (Several Positions)
Job Type	Full-Time, Ongoing
Location	Woden ACT, Surry Hills NSW, Parramatta NSW, Adelaide SA, Melbourne VIC, Perth WA, Brisbane QLD, Hobart TAS
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-PCDIV-19817
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The PHN Branch is seeking motivated, creative and high-performing EL1 level candidates to contribute to a program of work which delivers an efficient and effective PHN program. The work spans the areas of PHN Operations, PHN Program Management and

Analysis, PHN Policy and PHN Data and Reporting.

The right candidate for the role will have a good understanding of the health system, strong stakeholder skills, be resilient, able to adapt quickly to new developments, enjoy building and leading a small team in a highly collaborative environment, embrace opportunities and be an excellent problem solver. The candidate will also play a key role in building and upholding a collegiate and supportive work culture.

Duties

- Leading teams and actively contributing to the establishment and attainment of team goals.
- Contributing to a program of policy development including undertaking research and analysis to provide high quality policy advice and support program improvement.
- Leading the grants management and assurance process, including reporting and management of contracts and variations.
- Interpreting existing program policy to assist in the delivery of operational activities.
- Preparing high-quality correspondence, including briefings for Ministers and senior officials, minutes and reports ranging in complexity and often to short deadlines.
- Analysing, interpreting and evaluating a variety of health data, information and literature including synthesis into a cohesive narrative suitable for a technical and non-technical audience.
- Providing secretariat duties, including organising meetings and drafting agenda papers and briefs.
- Building and sustaining positive and productive working relationships with internal and external stakeholders.
- Managing projects as required under minimal supervision.
- Showing leadership in building a positive culture within the Section and Branch including acting as EL2 as required.
- Analysing, interpreting, and evaluating finance reporting and budgets provided by PHNs.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.

Notes

Applications close 11:30PM AEST

Applicants should quote reference number 23-PCDIV-19817 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Jane Wicks, 0262898458
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729565

Department of Health and Aged Care

Closing Date: Wednesday 04 October 2023

Office of Gene Tech Regulator
Regulatory Practice and compliance Regulatory Practice

Job Title	Senior Legal Officer, Legislation, and Instruments
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$116,812 - \$138,523
Classification	Executive Level 1
Position Number	23-OGTROGTRDIV-19711
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The Office of the Gene Technology Regulator (OGTR), within the Department of Health and Aged Care, supports the Gene Technology Regulator in the performance of their functions under the Gene Technology Act 2000. The Act provides a national scheme for the science-based regulation of genetically modified organisms, in order to protect the health and safety of Australians and the Australian environment.

Working in a small team and in collaboration with the policy area in the Department of Health and Aged Care, you will provide legal advice and assistance in a project to modernise the Gene Technology Act 2000. You will also work collegiately and collaboratively across many areas of the OGTR to develop delegated legislation. OGTR staff are highly engaged and comprised of regulatory scientists, compliance and administrative officers who are all passionate about public health and safety and the safety of the environment.

Duties

Working with minimal supervision you will:

- provide legal advice and assistance with regards to proposed legislative amendments and their implications for the day-to-day operations of the OGTR
- work closely with OGTR colleagues to improve the regulatory framework, including advising on legal policy matters
- prepare drafting instructions and work with the Office of Parliamentary Counsel to develop delegated legislation
- prepare, draft and review complex legal documents in relation to the performance of the Gene Technology Regulator's functions.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 23-OGTROGTRDIV-19711 to assist when making an enquiry.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Louisa Matthew, 02 6289 1490
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729576

Department of Health and Aged Care

Closing Date: Monday 25 September 2023

Primary Care Division
Primary Health Networks Branch Several

Job Title	APS Level 6 - Policy & Program Officers, Primary Health Networks Branch (Several Positions)
Job Type	Full-Time, Ongoing
Location	Woden ACT, Sydney NSW, Hobart TAS, Adelaide SA, Perth WA, Melbourne VIC, Darwin NT, Brisbane QLD
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-PCDIV-19995
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The PHN Branch is seeking motivated and high performing APS6 level candidates to contribute to a program of work which delivers an efficient and effective PHN program. The work spans the areas of PHN Operations, PHN Program Management and Analysis, PHN Policy, PHN Reform Projects and PHN Data and Reporting.

The right candidate for the role will have a good understanding of the health system, stakeholder skills, be resilient, able to adapt quickly to new developments, embrace opportunities and contribute to problem solving and enjoy working in a collegiate and supportive work culture.

Duties

- Provide advice and input into policy and program improvement for the PHN
- program, utilising strong research and analytical skills.
- Contribute to the grants management and assurance process, including reporting and management of contracts and variations, finance reporting and unspent funds.
- Use data and evidence to develop and support PHN program management and operational policy and report on program outcomes.
- Establish and maintain key relationships and strategic alliances with internal and external stakeholders.
- Manage key projects which assist in reform of the PHN program.
- Analyse, interpret and evaluate a variety of health data, information and literature including synthesis into a cohesive narrative suitable for a technical and non-technical audience.

- Prepare briefing materials including cabinet submissions, ministerial submissions, speeches, senate estimates briefings and question time briefs.
- Manage staff and actively contribute to establishing and attaining team goals.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - Completion of a medical declaration and pre-employment medical (where required).
 - Providing evidence of qualifications (where required); and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.

Notes

- Applications close 11:30PM AEST
- Applicants should quote reference number 23-PCDIV-19995 to assist when making an enquiry.
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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

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To Apply

Position Contact	Jane Wicks, 02 6289 8458
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729580

Department of Health and Aged Care

Closing Date: Monday 25 September 2023

Primary Care Division
Primary Health Networks Branch Several

Job Title	APS Level 5 - Policy & Program Officers, Primary Health Networks Branch (Several Positions)
Job Type	Full-Time, Ongoing
Location	Woden ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-PCDIV-20002
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The PHN Branch is seeking motivated and high performing APS5 level candidates to contribute to a program of work which delivers an efficient and effective PHN program. The work spans the areas of PHN Operations, PHN Program Management and analysis, PHN Policy and PHN Data and Reporting.

Duties

- Contribute to the identification and implementation of business and systems improvement initiatives.
- Contribute to PHN development including undertaking research and analysis to provide advice and support policy and program improvement.
- Contribute to the grants management process, including reporting and management of contracts and variations, finance reporting and unspent funds.
- Help analyse, interpret and manipulate health data and develop insights to aid performance monitoring and enhance measurement and reporting capabilities.
- Assist in the management of projects related to the delivery of data products and services, including the development of technical specifications and metadata.
- Develop and support PHN program management and operational policy.
- Identify issues and caveats relating to data sources and analytical methods.
- Support the development of data sharing agreements with stakeholders to formalise and secure essential data supply.

- Analyse reports and collect data to report on program outcomes.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - Completion of a medical declaration and pre-employment medical (where required).
 - Providing evidence of qualifications (where required); and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.

Notes

- Applications close 11:30PM AEST
- Applicants should quote reference number 23-PCDIV-20002 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Jane Wicks, 02 6289 8458
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729586

Department of Health and Aged Care

Closing Date: Monday 25 September 2023

Primary Care Division
Primary Health Networks Branch PHN Operations Section

Job Title	APS Level 4 - Policy & Program Officer, PHN Operations Section
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$75,917 - \$80,215
Classification	APS Level 4
Position Number	23-PCDIV-20095
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The Primary Health Networks (PHN) Branch is seeking a motivated and high performing candidate to contribute to a program of work which delivers an efficient and effective PHN program. The position is situated in the PHN Operations Section.

The right candidate for the role will have an understanding of the health system, be resilient and able to adapt quickly to new developments, embrace opportunities, be curious and outcomes orientated and enjoy working in a collegiate and supportive work culture.

Duties

- Contribute to the identification and implementation of business and systems improvement initiatives.
- Make a significant contribution to the grants management process, including reporting and management of contracts and variations, finance reporting and unspent funds.
- Analyse reports and collect data to report on program outcomes.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - Completion of a medical declaration and pre-employment medical (where required).

- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.

Notes

- Applications close 11:30PM AEST
- Applicants should quote reference number 23-PCDIV-20095 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Jane Wicks, 0262898458
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Department of Health and Aged Care

Closing Date: Monday 25 September 2023

Emergency Management Division
Health Emergency Management Branch Response Ops and Partnerships
Section

Job Title	Assistant Director, Health Emergency Management Branch
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Hobart TAS, Darwin NT, Perth WA
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-EMDIV-20152
Agency Website	

Job Description

<https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/>

The Health Emergency Management Branch is seeking Assistant Directors to work as part of a highly motivated and fast-paced team responsible for health emergency responses such as the COVID-19 pandemic. Multiple positions may be available, with outcomes from this recruitment activity possibly used to fill other positions within the branch and Emergency Management Division.

These roles require you to collaborate closely with teams across the Chief Medical Officer Group, as well as key stakeholders in other areas of the Department and external organisations. The ability to establish and maintain highly effective relationships across the Division, the Department and with external parties is vital. Excellent organisational skills and the ability to manage a variety of concurrent tasks is necessary, as are excellent communication skills (written and verbal).

Duties

Health Emergency Management Branch is seeking experienced professionals to undertake Assistant Director roles within the branch, with a focus on supporting the Department's current response to COVID-19 and planning for the next pandemic or incident of national significance.

Assistant Directors will lead small teams and provide operational oversight to incidents of national significance to guide emergency response operations and advice to Department of Health senior executive.

They will also lead and contribute expertise to after action reviews, health emergency planning and the development of policy projects, and be responsible for managing key stakeholder relationships with Australian Government partners.

The successful applicants will be required to investigate, analyse, and report on public health operations in emergent, diverse, and often unpredictable contexts domestically and internationally.

The ideal candidates will be able to strategically interpret and analyse information from a variety of sources, recognise links between issues, independently seek support from subject matter experts, think laterally, and apply sound judgement.

The merit pool created from this recruitment will be used to fill various roles in the branch, including within the NIC, Border Health and Planning/Preparedness teams.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Negative Vetting 1/ Negative Vetting 2 security clearance, or hold a current security clearance at an appropriate level.

Notes

- Applications close **11:30pm AEST**.
- Applicants are asked to quote reference number **23-EMDIV-20152** to assist when making an enquiry.
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- Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) within the Division and Department of Health and Aged Care for up to 18 months.

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

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To Apply

Position Contact	Susan Gavin, 04 7617 0078
Agency Recruitment Site	https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/

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Health

Vacancy VN-0729220

National Health and Medical Research Council

Closing Date: Sunday 24 September 2023

Digital Communications, Media and Parliamentary

Job Title	Digital Content Producer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$88,442 - \$99,774
Classification	APS Level 6
Position Number	26/2023
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of a Digital Content Producer. Our ideal candidate is a team player who will implement the web publishing, digital communications, and manage all publications for the agency. The role specifically assists with web publishing and digital content, an understanding of accessibility and web standards and assists with other tasks where required. The role will also work with external stakeholders, manage design work for internal line areas and manage traditional forms of corporate documents and publications. This role reports to the Digital Manager.

Duties

As the Digital Content Producer, you will support the delivery of tasks including:

- Assist in the creation and production of digital communications content consistent with NHMRC branding, accessibility and editorial guidelines.
- Closely monitor web content activity on NHMRC website and assist with continuous improvement for relevance and accuracy.
- Edit NHMRC website with approved content using a Drupal platform.
- Develop and review website content, ensuring WCAG 2.2 compliance and consistency in messaging and presentation.
- Liaison with internal stakeholders to develop and deliver digital content.
- Work closely with external stakeholders for all digital components to produce corporate documents and any other digital activities.
- Work closely with the Digital Manager on producing the Annual Report, Corporate Plan, and other corporate documents.
- Allocating ISBNs for publications and ensuring digital publications are deposited electronically in a timely manner.
- Provide timely advice and recommendations about NHMRC's existing digital strategies and platforms working to NHMRC's communications strategy.
- Excellent written and oral communication skills including an ability to assist with developing engaging content.
- Advise on and perform functions relating to NHMRC's suite of legacy publications.
- Manage multiple projects, strict timeframes and working closely with different sections.
- Other tasks and support as directed.

The successful candidate will demonstrate the following capabilities:

- Ability to build rapport and maintain strong stakeholder relationships within NHMRC and with external providers
- Strong written and oral communication skills and attention to detail
- Accountability for completion of allocated tasks, review of work and contribute to team goals
- Previous experience working with web standards (for example WCAG 2.2)
- Strong understanding and knowledge of web publishing platforms, like Drupal

- Being a self-starter and a reliable team member with a 'can do' attitude
- Strong technical skills including the ability to work effectively and creatively with a range of digital technologies and channels
- Ability to work independently and manage workloads, including prioritising urgent deadlines.

Demonstrated knowledge and experience of the following would be highly desirable:

- Use, analysis, and reporting from Google Analytics
- Photo/video editing skills
- An interest in publications and publishing requirements
- Understanding the APS policy and working within established legislative and policy frameworks.

Eligibility

To be eligible for a position at NHMRC, you must submit a completed online application form with your Resume prior to the closing date and time, and:

1. Be an Australian citizen and be able to provide evidence of this,
2. Provide the required documents and authorisation for the Document Verification Service* (DVS) in order to verify your identity.

*DVS is a national online system that allows the department to take information from your identity documentation and compare this against the corresponding record held by the document issuing agency. If you are successful in being offered a role, you will be required to provide the relevant documentation for the purpose of confirming your identity.

Notes

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency managing investment in, and the integrity of, health and medical research. NHMRC funds research of the highest quality across the four pillars of biomedical, clinical, public health and health services research. It supports diversity of research and researchers across disciplines in universities, medical research institutes and hospitals, and fosters the career development of health and medical researchers. NHMRC supports the pursuit of an Australian health system that is research-led, evidence-based, efficient and sustainable. It drives the translation of health and medical research into clinical practice, policy and health systems and encourages the effective commercialisation of research discoveries. NHMRC maintains a strong integrity framework for research and guideline development, underpinning rigorous and ethical research and relevant and accurate guidelines, and promoting community trust. NHMRC also oversees national regulation of research using human embryos. An important part of NHMRC's activities is maintaining a leadership role in the development of public and environmental health and clinical advice designed to prevent illness, improve health, enhance clinical care and support the states and territories in achieving consistent standards. NHMRC is responsive to national health priorities, to researchers, to consumer needs and community perspectives and to the requirements and directions of government. NHMRC also works closely with the Department of Health to support delivery of Medical Research Future Fund grant opportunities.

To Apply

Position Contact	Emily Phelps, 02 6217 9343
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Australian Institute Of Marine Science

Closing Date: Sunday 24 September 2023

Finance & Corporate Services
People & Culture

Job Title	Recruitment Officer
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	\$70,822 - \$79,801
Classification	APS Level 5; APS Level 6
Position Number	21759
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<https://www.aims.gov.au/about/careers-aims/recruitment-officer-0>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

About this Exciting Opportunity

The planning and implementation of several exciting new and expanded existing research and development opportunities at AIMS has triggered an unprecedented rapid growth in our workforce. As we evolve during this growth phase, we are seeking someone passionate about people and great service to join our newly formed Recruitment team. In this customer centric and fast-paced role, you will deliver a range of internal recruitment services to support our diverse and evolving customer needs. A typical day will include:

- Acting as first point of contact to candidate and hiring manager enquiries, ensuring responsive and excellent candidate care through prioritisation, escalation and resolution of requests and enquiries
- Creating advertising materials to attract candidates, using various sites, including undertaking candidate searches using recruitment platforms
- Administering a range of recruitment activities including shortlisting candidates, scheduling interviews, generating letters of offer, facilitating labour hire arrangements and employee onboarding
- Partnering with hiring managers on their recruiting needs, giving advice and guidance on best practice end to end recruitment activities and processes
- Maintaining employee record databases (HRIS, ECM and e-recruitment), ensuring accurate transactions, documentation and supporting approvals

- Performing generalist HR administration tasks on an as needs basis across the P&C team

Eligibility

About you

We are looking for someone with proven experience in fast-paced administrative roles that deliver high levels of customer and candidate satisfaction. Experience delivering end-to-end recruitment processes or services would be highly advantageous, but not essential to your success in this role. You will have the capabilities to deliver a broad range of recruitment/HR administrative activities and display an ability to focus on solutions and remain calm under pressure. Our ideal candidate will have:

- Experience working in a fast-paced environment with conflicting priorities, with excellent attention to detail, organisational, and problem-solving skills
- Well-developed interpersonal skills, with the ability to build credibility and rapport quickly with AIMS staff and candidates, and negotiate and influence outcomes
- An ability to maintain a high level of confidentiality and discretion, and self-manage to meet deadlines
- Capability to work well independently and as part of a wider team, with a passion to learn and develop
- Highly proficient using MS Office and systems to support your work. Experience with HRIS systems such as TechOne and/or e-recruitment systems would be advantageous

Notes

Apply now and join a world leading organisation with attractive working conditions. In line with our Enterprise Agreement, the successful candidate will be rewarded with:

- AIMS AOF Level 3 salary (\$70,822 to \$79,801 per annum) plus 15.4% superannuation
- Full-time, 3-year Fixed Term opportunity
- Located in Townsville (Qld). Commuter car arrangements to site
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Relocation assistance available

Please note:

1. *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant Department of Home Affairs current policies.*
2. *AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.*

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries can be directed to Alanna McGlinchey, Recruitment Team Lead at

a.mcglinchey@aims.gov.au. Applications must be made through our website per above.

Closing date: SUNDAY, 24 SEPTEMBER 2023 (midnight, AEST).

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work.

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Alanna McGlinchey, 0747534444
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/recruitment-officer-0

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Industry, Science, Energy and Resources

Vacancy VN-0729794

Australian Nuclear Science and Technology Organisation

Closing Date: Monday 25 September 2023

Commercial Products and Services
Integrated Business Planning Commercial Support

Job Title	Decision Support & Analytics Manager
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$107,184 - \$120,259
Classification	
Position Number	PD-2244
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing | Full Time | \$107k - \$120k +15.4% super | salary sacrificing available
- Sutherland Shire Location | Health & Wellbeing Programs | Free onsite carpark
- Great opportunity to join the Commercial Products and Services Group in a newly created position
- Provide crucial commercial support and analytics in a unique nuclear organisation

About the Opportunity

Play a crucial role in improving the quality of business decisions made across the organisation by providing expert advice in strategic, commercial and financial aspects of business. This will include supporting business case development and using data modelling and analysis to assist in making recommendations regarding business decisions.

About You

"This is a great opportunity for a motivated individual with strong communication and analytical skills to work for ANSTO in a passionate commercial team. You will be able to apply your financial and commercial experience to enable excellent business outcomes". - **Prakash Rajalingam, Commercial Support Manager**

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

- Provide high level advice and support to ensure decision making is based on appropriate, accurate and timely information.
- Support, lead and guide project teams through the necessary dialogue and analysis appropriate for the decision situation and related governance timelines.
- Actively interact with internal stakeholders to help ANSTO apply best practices in decision making, coaching staff towards understanding and applying decision concepts.
- Ensure alignment with ANSTO Integrated Business Planning processes.

Please [click here](#) to view the Position Description.

Eligibility

For further technical information relating to this position please refer to the Position Description or contact Prakash Rajalingam (02) 9717 7414. For all other queries please contact Talent Acquisition on (02) 9717 3359.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 24 September 2023 at 11:59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for

our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Prakash Rajalingam, 97177414
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0729765

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 24 September 2023

National Measurement Institute
Strategy & Operations Strategic Engagement & Outreach

Job Title	Specialist Adviser (Defence engagement) National Measurement Institute
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, various locations in NT NT, Various locations - QLD QLD, Various locations in SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	513901
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the team

The National Measurement Institute (NMI) is the Australian Government's national authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement.

We value the different skills, knowledge and perspectives our employees bring. We are committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre on being, adaptable, innovative, accountable, strategic, inclusive and influential.

- **Adaptable:** We embrace new ways of working to meet present and future challenges
- **Innovative:** We learn from today to create solutions for tomorrow
- **Accountable:** We each take personal responsibility for what we do, why we do it and how we work with others to achieve NMI's goals
- **Strategic:** We navigate uncertainty with clear purpose and direction
- **Inclusive:** We champion a safe and supportive environment, powered by diversity of thought, experience and culture

- **Influential:** We create opportunities to promote our value, broaden our reach and increase our impact.

Our work adapts to, services and enhances the productivity and growth of Australian industries, and aims to ensure a fair, safe, healthy and competitive Australia. The measurement system evolves in line with advances in science and technology, and with the changing measurement needs of NMI's stakeholders in government, industry, business, and research.

The Strategy and Operations Branch leads a range of whole-of-NMI activities and provides leadership to the enabling functions within the NMI. This includes the following:

- stakeholder engagement and communications
- ministerial and government relations
- policy development
- workforce capability
- change management
- international relations, and
- work health and safety

NMI operates across multiple locations, including Sydney, Canberra, Melbourne and Adelaide. Many of our staff also work flexibly or remotely.

Duties

You will be a key member of a small team which:

- Provides considered, evidence-based advice to the NMI Executive, management teams and staff across NMI
- Plans, negotiates and manages select priority stakeholder relationships and initiatives with NMI colleagues and external partners across government, industry and research backgrounds
- Designs and delivers high quality, innovative engagement initiatives in collaboration with NMI SES, subject matter experts and communications team
- Champions collaboration across NMI and the measurement science ecosystem, reflecting the varying needs of diverse end-users such as government, SMEs and multinationals.

Your role will have special focus on engagement with the defence sector. In addition you will contribute to the broader work of the team, and may be asked to support to major activities led by other parts of the branch.

Substantive EI1 and high performing APS6 candidates are encouraged to apply.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level. For this role a clearance level of NV1 or higher would be advantageous.

Notes

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

The department does currently offer flexible work opportunities for many roles. Flexible or remote work arrangements will be considered for this role. Please reach out to the contact officer to discuss this further.

For further information about this job, please click [Apply Now](#) to visit the department's Current Vacancies page.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Cheryl Lim, 0451 632 202
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0729683

Geoscience Australia

Closing Date: Sunday 01 October 2023

Place and Communities
National Location Information Data Integration

Job Title	Geospatial Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Symonston ACT
Salary	\$90,555 - \$104,820
Classification	APS Level 6
Position Number	17374
Agency Website	www.ga.gov.au

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

The role

This Geospatial Analyst role will develop and implement significant improvements to business processes in the Platforms, Products and Services Section.

The role is responsible for acquiring and managing spatial data for a broad range of initiatives, ranging from national foundation data to specific GA products (e.g. Digital Atlas of Australia). The role will utilise knowledge of ArcGIS, FME and FME Server and AWS, and require supporting the team leader in strategic planning, prioritising deliverables and staff management.

Duties

In this role you will:

- contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives
- manage the evaluation, implementation, and maintenance of source and derived data for creating built environment and exposure information and products
- develop methodologies and implement improved procedures to address data management requirements and quality assurance processes, contributing to the broader business improvement strategies
- develop and/or modify workflow processes and automation scripts for geospatial data transformation and analysis using FME, ESRI ArcGIS and/or Python software
- project management responsibilities and mentoring of geospatial data officers responsible for processing data
- communicate clearly and concisely, both orally and in writing and prepare data management and metadata documentation, technical reports and scientific papers for presentation to stakeholders and industry forums
- establish and maintain effective working relationships within the Agency to ensure alignment of the Branch's business process improvements
- maintain awareness of current developments in geospatial information management, anticipating impacts of technology change to effectively benefit ongoing improvements

To be successful in the role you will:

- demonstrate ArcGIS, FME and/or Python experience;
- experience with spatial data and geospatial information systems;
- highly developed analytical, information synthesis, and critical thinking skills;
- evidence of positive and flexible team work behaviours, and the benefits they have produced;
- a proven self-motivated and autonomous research work style to undertake independent work under limited direct supervision;
- successful delivery of quality outputs linking to benefits;
- an inclusive and positive communication style with people you work with both directly and indirectly;
- relevant experience in team leadership, work planning and task prioritisation.

Required skills, knowledge, experience and/or qualifications

- knowledge and experience in GIS
- relevant experience in engaging and collaborating with various stakeholders
- excellent communication skills, both written and oral
- a formal qualification in geospatial science is desirable.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in

touch with the contact officer to learn more about the role.

To Apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Lauren Carter (02) 6249 9829 or email Sean.Ness@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ['Applying for an APS job: cracking the code'](#). **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Sean Ness, (02) 6126 8739
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0729626

IP Australia

Closing Date: Monday 25 September 2023

Innovation and Technology
Technology Operations

Job Title	IT Platform Manager - Director Business Engagement
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$135,875 - \$158,395
Classification	Executive Level 2
Position Number	494492
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Do you have extensive experience in ICT Infrastructure and Operations or a demonstrable operational knowledge of Service Management, Cloud Platforms, End User Computing and Virtualised platforms practices and operations? This could be the position for you!

You will be a leader within the Infrastructure, Technology, and Operations area responsible for and leading the ICT Service centre for IP Australia's personnel. You will be managing a small team of highly dynamic and motivated staff based in Canberra, servicing IP Australia's 1400+ workforce of staff and contractors working across the country.

This role is integral to the day-to-day operations of the ICT services for the agency and will require a highly motivated candidate who can be actively involved providing high-quality support services including the Service Desk, Incident, Problem, and Request Fulfillment using an ITIL based approach.

This is a great opportunity to be involved in defining strategies, setting direction, prioritising tasks, managing issues, sharing knowledge, and delivering outcomes that contribute to the agency's successful delivery of intellectual property services.

Within the Infrastructure, Technology and Operations area we value diverse perspectives and experiences, as such we may elect to rotate directors at various times through roles to foster growth and broaden their expertise.

Duties

Working under limited direction you will oversee the day-to-day operations of the IT Service Centre, fostering a customer-focused culture that consistently meets and exceeds service expectations. You will report to the Assistant General Manager of Infrastructure Technology and Operations.

In the role you will:

- Work with business areas to understand and document business requirements and processes.
- Build productive working relationships with stakeholders that is supported by business acumen and client focus.
- Provide leadership and direction, defining and setting the future strategy and directions.
- Manage, deliver and implement prioritised requests to ensure you provide the best outcome for the agency that aligns with architectural, quality and operational support standards.
- Take ownership and accountability for your assigned area of responsibility, ensuring work is performed according to the agreed and documented standard.
- Possess strong communication and influencing skills and the ability to create clear written and oral communication that is appropriate for the audience.
- Oversee day-to-day operations of the team, ensuring incidents, problems and service requests are managed in a timely manner.
- Assist with program or project delivery using a mix of agile and traditional approaches.
- Produce management information, including KPIs and reports.
- Provide regular concise and timely updates to key stakeholders about the service or problems being experienced.

For more information about this role, including the type of person we are looking for, please refer to the position profile available by clicking the 'Apply Now' button. **Eligibility**

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

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

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

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

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

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Blake Murphy, blake.murphy@ipaustalia.gov.au
Agency Recruitment Site	https://www.ipaustalia.gov.au/about-us/careers/vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0729708

IP Australia

Closing Date: Sunday 24 September 2023

Office of the Director General

Job Title	Executive Assistant to the Director General
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$88,368 - \$100,383
Classification	APS Level 6
Position Number	494486
Agency Website	https://www.ipaustalia.gov.au/about-us

Job Description

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

Embark on an exciting journey as an experienced Executive Assistant to the Director General of IP Australia.

Are you an organised and detail-oriented professional who thrives in both the fast lane and the unknown? We're on the lookout for an experienced Executive Assistant, someone who combines their exceptional skills with a spirit of adventure and a taste for fun. Join us in this pivotal role, collaborating closely with the Director General of IP Australia, and be part of an incredible ride!

As the Executive Assistant, you'll be the navigator of schedules, the orchestrator of travel arrangements, and the guardian of confidential communications. Your meticulous attention to detail will ensure that meetings flow seamlessly, deadlines are met, and the Director General's office hums with efficiency.

But here's where the adventure kicks in – we're seeking someone with the wisdom to exercise judgment, the experience to handle any curveball, and the knack for thriving amidst ambiguity. In this role, you'll be a trusted partner to the Director General, embarking on challenges, seizing opportunities, and navigating uncharted waters together.

Join our dynamic and supportive work environment that values your expertise and offers competitive compensation and benefits. Embrace the journey of growth and development, all while making a lasting impact on IP Australia's future.

If you're ready to bring your judgment, experience, and sense of adventure to the table, apply now and get ready to embark on an exciting career chapter with us!

Duties

As Executive Assistant to the Director General, you will be responsible for providing high level secretarial/administrative assistance and the coordination of tasks/support for the IP Australia Executive Assistant team. The job requires discretion, tact, and diplomacy in dealing with sensitive and confidential matters.

Specific duties include but are not limited to:

- Providing high level secretarial and administrative support
- Responsible for mailbox and diary management, liaise with stakeholders, develop meeting agendas, distributing information, record keeping and tracking correspondence
- Coordination of travel arrangements and credit card reconciliations, provide assistance to other Executive Assistant's with queries and guidance for this process
- Preparation and coordination of documents
- Responsible for mentoring and developing the IP Australia Executive Assistant team
- Coordinating resources and support across the Executive Assistant team during periods of leave, monitoring of Executive Support inbox and allocation of tasks to Executive Assistant's where appropriate
- Establish strong working relationships across the Agency
- Take personal responsibility for own development and training such as completion of the leadership training program.

For more information about this role, including the type of person we are looking for, please refer to the position profile available by clicking the 'Apply Now' button. **Eligibility**

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

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

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

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

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

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Recruitment Solutions, 02 6283 2567
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0729807

Australian Maritime Safety Authority

Closing Date:Sunday 01 October 2023

Response
Asset Capability

Job Title	Manager Asset Management & Preparedness
Job Type	Full-Time, Non-Ongoing
Location	Braddon ACT
Salary	\$209,914 - \$241,401
Classification	Senior Executive Service Band 1
Position Number	1407
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Manager Asset Management & Preparedness

\$209,914 - \$241,401 + 15.4% super

Key senior leadership role

ABOUT THE ROLE

The Manager Asset Management & Preparedness will coordinate the provision of search and rescue (SAR) aircraft and helicopters, specialised equipment, emergency towage vessel capability, maritime communications, and management of the national network of aids to navigation aids across 400 sites. These capabilities support the broad range of services delivered by AMSA in accordance with its legislated functions.

You will be an effective and influential leader, responsible for:

- Developing strategic direction for a key functional area of AMSA.
- Safely and efficiently managing AMSA's network of aids to navigation, including maintenance, new work, record-keeping and heritage aspects.
- Managing significant budgets (both capital and recurrent) in an accountable, compliant and efficient manner, to deliver the desired objectives.
- Negotiating and managing contracts with commercial organisations and state governments for various services, including airborne SAR, towage vessels, maritime communications, and support functions.
- Working with the Senior Leadership Group to implement change, facilitate co-operation across AMSA, and ensure the key outcomes of the organisation are achieved.
- Managing a dispersed team of 26 employees, fostering flexibility, efficiency, and engagement, whilst building capabilities, succession plans, and resilience.

This role is a senior leadership position engaged on a three-year, renewable contract.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Proven commercial understanding and experience, including in government procurement and the management of complex service contracts.
- Broad understanding and experience of high-level Government processes and best practice procedures.
- Knowledge and / or experience working in both maritime and aviation industries (or related).
- Post-graduate qualification in a relevant commercial, legal, financial, or business discipline.
- This position is a senior leadership role that requires specific leadership capabilities. AMSA encourages all applicants to familiarise themselves with the leadership capabilities that apply to senior roles in the Australian Public Service that can be found here: [Leadership Capabilities | Australian Public Service Commission \(apsc.gov.au\)](#)

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- 5 weeks of annual leave for positions at this level
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of *“ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”*.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align

perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our [Diversity and Inclusion Strategy](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **1 October 2023**. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Mark Morrow on 02 6279 5700.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA. The salary range for this role equates to SES Band X1 in the APS.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Mark Morrow, 02 6279 5700
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0729758

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Monday 25 September 2023

Job Title	APS4 & APS5 Ministerial Liaison Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4;APS Level 5
Position Number	43771
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

The **Communication, Research, Strategy and Parliamentary division** is responsible for the provision of highquality communications, research, data and ministerial and parliamentary products and advice to support the organisation and our Ministers to deliver policy, programs, services and regulation for infrastructure, transport, communications, the arts, our regions, our cities and our territories.

The **Communication, Ministerial & Parliamentary Branch** provides strategic advice on parliamentary business processes and supports the department to practice good governance. The branch leads the management of ministerial offices, parliamentary processes, strategic and operational planning, reporting and performance frameworks.

Ministerial & Parliamentary Services provide strategic advice on parliamentary business processes,

oversees the management and administration of parliamentary workflows including PDMS+, supports the Departmental Liaison Officers (DLOs) cohort and provides account management and coordinates overseas travel to Ministerial offices; and works in partnership with the DLOs to service our Ministers' offices.

The opportunities we have available

The Ministerial and Parliamentary Services (MPS) area has several Ministerial and Parliamentary Liaison Officer positions available at the APS4 and APS5 level. The Ministerial Liaison Officer role provides a great overview of the work and functions of our department and the Australian Government, along with the opportunity to develop and build networks with key stakeholders and see how the relationship between the department and our Minister's within our Portfolio work.

The position represents a great career opportunity for a candidate who:

- enjoys working in a busy small team environment;
- has an eye for detail;
- would enjoy liaising with staff across the department and our portfolio agencies;
- has an interest in the workings of government or Parliament;
- takes pride in the quality of work they produce.

Duties

We are seeking candidates who:

- Are able to communicate clearly, presenting messages in a clear and concise manner;
- Have excellent administrative skills, including high attention to detail;
- Are outcomes driven and accountable;
- Support productive working relationships, by listening to and understanding the needs of others, including colleagues in your team as well as members of the broader Department;
- Have the ability to work effectively in an environment of competing priorities and tight deadlines, including the capacity to respond quickly to changes in requirements;
- Support the shared purpose and direction of the team, identify the broader influences that may impact on the team's work objectives, show good judgement and common sense as day-to-day problems arise;
- Have the ability to act with integrity and professionalism;
- Possess a valid Australian Driver's Licence.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development and Communications is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.

- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a Baseline Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	James Drinkell, (02) 6274 6298
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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**Department of Infrastructure, Transport, Regional
Development, Communications and the Arts**

Closing Date: Monday 25 September 2023

Job Title	APS6 Senior Communications Officer, Classification Branch
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$88,466 - \$99,155
Classification	APS Level 6
Position Number	43773
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

\$88,466 - \$99,155 per annum plus 15.4% superannuation

APS6 IFA Salary - \$100,925 - \$105,788

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact IFA@infrastructure.gov.au

At the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) our work touches the lives of all Australians and underpins our economy and society. We offer job security, regional and city work locations, as well as generous leave and superannuation entitlements. Our values and objectives are to be respectful, informed, collaborative, adaptive and accountable.

Through our commitment to these values, as well as continuous learning and development, we maintain an inclusive, fulfilling and supportive environment that promotes the wellbeing of our people. Our Values also underpin our pro-integrity culture, where we promote professionalism and ethical work standards, and embed integrity in all aspects of our work.

With opportunities to apply your skills across a uniquely diverse portfolio, you can find your purpose and discover new and rewarding opportunities that enrich and connect the lives of all Australians. Your life. Your contribution. Your development. Your passion.

The opportunity we have available

We have a full-time 12-month non-ongoing APS6 Senior Communications Officer position available in the Operational Policy

section of the Classification Branch. This position will be based in the Surry Hills office in Sydney, NSW.

The Classification Branch is responsible for the oversight of the Classification (Publications, Films and Computer Games) Act 1995 and the National Classification Scheme. Classification helps Australians make informed decisions about what to watch and play, and helps parents and carers protect children from harmful content.

We provide advice and secretariat services for the Minister for Communications, the Australian Classification Board and the Australian Classification Review Board. We also support industry through the administration of classification applications, self-classification pathways and training.

In the next 12 months, your role will primarily focus on communications to raise classification awareness amongst Australian consumers, and industry communications to support the Classification (Publications, Films and Computer Games) (Industry Self-Classification) Amendment Bill 2023. You can learn more about classification at www.classification.gov.au.

You will be responsible for:

- developing a strategic communications plan, including stakeholder engagement
- providing communications advice and solutions to support business-as-usual functions and projects
- preparing, editing and proofing content and resources for websites, social media, news items and media releases
- preparing responses to media enquiries, including seeking input from stakeholders as required
- preparing and distributing a classification e-newsletter via digital marketing platforms
- contributing to Ministerial and Executive correspondence and standardising responses
- developing resources for Australian consumers to help them better understand classification ratings and consumer advice
- liaising with internal and external stakeholders, including the Web Services Branch, Communication, Ministerial and Parliamentary Services Branch, and the Australian Classification Board
- maintaining quality control of website content and resources
- contributing to the department, Australian Classification Board and Australian Classification Review Board annual reports.

This position may involve some travel to Canberra, and viewing content that is high in impact and/or objectionable. **Duties**

To be successful in this role, you will need demonstrated ability to:

- **Gather and investigate information from a variety of sources**, and use your judgment to assess which information is important and how you should use it
- **Identify opportunities for improvement**, including contributing your expertise to achieve business outcomes, being responsive to changes, making effective use of capabilities and negotiating responsibly for work outcomes
- **Build and maintain positive relationships with stakeholders**, including listening to, understanding and recognising your stakeholders' needs, and achieving mutually beneficial outcomes and solutions
- **Plan and organise your workload**, including the ability to meet deadlines, manage competing priorities and deliver high-quality work
- **Communicate clearly**, including presenting messages in a concise manner, selecting the appropriate medium, and applying Plain English guidelines, active voice, the APS Style Manual and readability scales

The ideal candidate has familiarity with applying legislation to their work, and familiarity with contemporary media and technology, including publications, films and computer games. Qualifications in a communications, media or marketing discipline is desirable, however candidates with on-the-job experience are welcome to apply.

For a full list of capabilities, please refer to the [Integrated Leadership System \(ILS\) APS 6 profile | Australian Public Service Commission](#).

We encourage candidates from diverse backgrounds and experiences to apply.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at Baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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

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To Apply

Position Contact	Barbara Vosoba, N/A
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0729728

National Archives of Australia

Closing Date: Monday 25 September 2023

Collection Management Preservation

Job Title	Digital Audiovisual Preservation Manager
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$89,247 - \$99,025
Classification	APS Level 6
Position Number	32554
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The National Archive of Australia's (NAA's) Preservation section requires an Audiovisual Digitisation Specialist to contribute to the preservation of, and access to, the NAA's audio and video collection. The role requires someone with attention to detail, knowledge of historical audio and video formats and experience with preservation and digital archiving. Further requirements include the ability to manage a small technical team and the ability to provide technical assistance as required.

As an Audiovisual Digitisation Manager at the NAA, you will provide oversight for a variety of preservation activities including assessment, handling and digitisation of fragile historic audio and video items, and ingest of digitised items and files from in house and outsourcing digitisation projects. You will be required to liaise with clients and stakeholders and provide advice on audio-visual digitisation as required.

As well as ongoing responsibility for rare and fragile material you will be required to provide training in complex audio preservation

and restoration activities and assist with development of procedures pertaining to the preservation of the audio collection.

A working knowledge of media asset management systems/databases would assist you to provide better service to colleagues and internal clients and a knowledge and experience in the handling and digitising of a variety of different audio archival formats is desirable. A working knowledge of a variety of audio software platforms, tools, and monitoring equipment would be an advantage.

Duties

- Undertake and manage the preservation of audiovisual records, including developing the workflows, procedures, policies, and standards required to support the management and generation of digital audiovisual content in accordance with preservation standards and the relevant Archives policies.
- Research, analyse and recommend solutions in relation to the creation, transfer and preservation of audiovisual records of government; interpreting archival principles together with the requirements of the Archives Act 1983 and applying them to the management of physical and digital audiovisual archives against a backdrop of continual developments in the field of digital archives.
- Provide advice, support, information and assistance to employees and management in relation to the creation, transfer, preservation and long-term management of digital and physical audiovisual records.
- Manage a team and its resources in accordance with the National Archives' strategic directions, outcome and outputs framework, legislative framework and other policies / with the responsibility for the supervision and development of staff; build team capacity through coaching, performance feedback; and encouraging career development.
- Implement work plans for the section/subsection including setting tasks and priorities, managing workflow and allocating resources.
- Investigate business process, problems and opportunities and contribute to business improvements through critical analysis.
- Represent the National Archives by providing advice to agencies on all aspects of the transfer, preservation and long-term management of digital and physical audiovisual records.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2030 and Our Values.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Negative Vetting 1.

Notes

Experience in managing archival digital assets and related systems and workflows is highly desirable. A tertiary qualification or relevant experience in the fields of audio-visual archiving, music, audio engineering or postproduction is also desirable.

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Belinda Hennessey, 02 9782 5340
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0729733

National Film and Sound Archive of Australia

Closing Date: Sunday 24 September 2023

Marketing and Communications Editorial and Content

Job Title	Editorial and Content Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$127,794 - \$141,745
Classification	Executive Level 2
Position Number	89792
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

NFSA's purpose is to tell the national story in all its rich diversity by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time.

In 2021, items from the collection were viewed more than 121 million times across the country, making it one of the nation's most vital and utilised cultural resources. The institution is investing in a comprehensive digital transformation program, during which more of the items in our care will be digitised for preservation and once digitised, become more readily searchable and accessible by all Australians.

A core component of the transformation program will be building national audiences for the collection through improved online services and content offerings that will be brought alive through a compelling, relevant and dynamic institutional voice.

Duties

Job Details

The Editorial and Content Director is a new position that will be central to this ambition, working across the organisation and with external contributors to lead the conception, production and evaluation of content for a range of audience segments and across a variety of platforms.

Under broad direction, the Editorial and Content Director will undertake the following duties:

- Editor-in-chief of NFSA website
- Lead the development and maintenance of an articulate and creative narrative voice
- Coordinate the production, delivery and evaluation of audience-facing content and stories
- Ensure customer-facing content and stories are coordinated with and aligned to NFSA strategy, programs and curatorial priorities.

Content strategy

The Editorial & Content Director is responsible for content planning and strategy development across a range of communications platforms.

Engaging others across and beyond the institution in the development and delivery of plans is critical.

The role will also be responsible for monitoring the performance of the content strategy to ensure that institutional goals are being met in terms of breadth and depth of engagement, and to guide the further refinement of stories and content plans.

Product and platform development

As part of NFSA's digital strategy, the institution aims to launch a new website in early 2025 that will, for the majority of Australians, represent the total experience of the institution. It will be a content destination site and will meet or exceed the expectations of contemporary Australians in terms of discoverability and accessibility of content, and in terms of relevant, vibrant and useful content from the collection. An interim refresh of the existing website is anticipated in November 2023.

The Editorial & Content Director will lead the selection and presentation of content on the NFSA website, soliciting and commissioning content from internal and external contributors, as well as writing and editing stories.

The role will work closely with the marketing and digital teams responsible for developing and delivering the new website. The Editorial & Content Director will lead the website content strategy and oversee the content migration to the content management system (CMS).

In addition to the website, the role will explore uses of other digital content formats including podcasting and develop relevant and engaging content.

Leadership and collaboration

NFSA is a complex institution spread across four sites in three locations; Canberra, Sydney and Melbourne.

The Editorial & Content Director is located within the Marketing and Communications Branch and

reports to the Chief Marketing Officer. They are required to collaborate positively and effectively with individuals and teams across multiple departments, including specifically, but without limitation:

- Marketing and Communications
- Curatorial staff
- Indigenous Connections
- Rights and Licensing
- Digital platforms
- Public Programming
- Learning & Media Literacy
- Collection management

The role will actively participate in and take direction from the Editorial Governance Group which is led by the CEO and includes senior representation from across the institution.

Other project-based working groups will be convened as required. Currently, a cross-departmental working group is collaborating on content, programs and events relating to the 100th anniversary of radio in Australia.

The role will lead, develop and manage the well-being of a small team which is expected to grow in line with NFSA's online publishing aspirations. The role will collaborate as part of the NFSA's Management Group on strategic priorities and work collaboratively with the leadership of the Marketing and Communications Branch to ensure a cohesive and positive team culture. As a leader, the role will play an active role in developing an optimum workplace culture for all employees, including leading by example.

Content production

NFSA's publishing activity is focused on revealing, sharing and interpreting the national audiovisual collection. Activity ranges from long form, research-driven thought pieces, to items that respond to the news of the day.

The Editorial & Content Director will be an experienced content producer with demonstrated experience in the following:

- Writing and editing
- Script development and storyboarding
- Re-cutting stories to optimise them across different delivery platforms
- Commissioning
- Developing editorial plans and strategies to satisfy multiple specific audience segments
- Procuring content production services including audio and video recording and editing and preparation for digital platforms
- Basic content production skills using desktop tools
- Creating content for a variety of delivery platforms, including long form and short form

General

- Manage the editorial and content budget
- Manage resources to the highest possible standard
- Deliver regular reporting, insights and analysis
- Some after-hours work will be required occasionally. Flexible working arrangements are available to cover those occasions.

- Travel to Canberra or Sydney will be required.

This job description is not all encompassing. Over time, the emphasis of the job may change without changing the general character of the position. Your duties may be reviewed and updated in consultation with you to reflect strategic and organisational changes.

Qualifications and/or equivalent experience required:

The successful candidate may have prior experience in roles such as:

- Journalist
- Media producer
- Content or publications management within a large cultural or arts organisation
- Magazine editor

They will demonstrate enthusiastic and knowledgeable engagement with Australian culture. NFSA's collection offers content opportunities including topics such as history, comedy, science, sports, news, gaming and popular culture, and across all audiovisual formats including film, music, television, podcast, radio and other formats.

While demonstrated working experience and achievement is essential, candidates may also hold relevant formal qualifications in fields such as

- Media and communications
- Journalism
- Library, museum or archive practice
- History
- Audiovisual culture (eg. film or internet studies)

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen
- Satisfactorily complete an Australian Federal Police National Police Check

The other eligibility that may be included in a job would also include the following:

- Obtain and maintain an Australian Government Baseline Security Clearance.
- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

- A written pitch (no longer than 2 pages) and resume demonstrating your experience against the outlined role responsibilities.
- An Interview.
- Referee checking.

Notes

We welcome and encourage applications from people with disability, the LGBTQIA+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Nicole McPeake, 02 8202 0179
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0729795

National Indigenous Australians Agency

Closing Date: Sunday 24 September 2023

Job Title	Deputy Chief Executive Officer, Operations and Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Darwin NT, Perth WA
Salary	\$383,295 - \$433,125
Classification	Senior Executive Service Band 3
Position Number	NIAA/2023/SES/198
Agency Website	https://www.niaa.gov.au/

Job Description

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

The NIAA is looking for an established senior leader with well-developed organisational and influencing skills to join our Executive as an SES Band 3 Deputy Chief Executive Officer (DCEO) in the Operations and Delivery portfolio. The DCEO Operations and Delivery oversees the organisation's on-ground regional footprint and program performance.

You will drive delivery on a range of Government commitments and priorities for Aboriginal and Torres Strait Islander peoples through high quality leadership and oversight of the Operations and Delivery functions of the Agency. Priorities include ensuring better outcomes for First Nations people living in regional and remote Australia; co-designing innovative approaches with communities to address local community needs; working across Government to drive initiatives such as justice reinvestment; and working in partnership with jurisdictions on a range of reforms, including food security, community safety and housing.

As an DCEO, you will be responsible for contributing to the broader leadership and functions of the Agency. You will be actively involved in executive decision-making and representational activities, and will work collaboratively to provide strategic leadership and drive a cohesive and high performing organisation.

You will drive the purpose of the NIAA by working in genuine partnership to enable the self-determination and aspirations of First Nations communities. You will lead and influence change across government to ensure Aboriginal and Torres Strait Islander peoples have a say in the decisions that affect them. You will have exemplary stakeholder engagement skills that can be applied across jurisdictions and community settings.

The DCEO reports directly to the CEO and has oversight of 3-4 groups with staff located across Australia, including metropolitan, regional and remote areas.

We have an ambitious reform agenda ahead of us, so if you are someone that wants to leave your mark on the public service and be able to contribute to outcomes that have lasting impacts for the Australian people, the NIAA is the place for you.

In addition to filling an immediate vacancy in the Operations and Delivery portfolio, a merit pool may be established from this selection process, where applicants in the merit pool may be considered for similar opportunities that arise within 18 months from the date of advertising.

Canberra is the preferred location for the role with an expectation of regular travel throughout Australia. Consideration of an alternative base location can be negotiated with the successful candidate.

Duties

You will be a dynamic and energetic leader with excellent influencing and negotiation skills, and an established record working at senior levels on complex issues. As the role involves high-level senior stakeholder management, our ideal candidate will have demonstrated skills in communicating with technical and general audiences, be adept at engaging with senior public and private sector stakeholders, and be able to build and sustain relationships in a complex environment showing high levels of cultural competency.

You will need the ability to think strategically, have strong business acumen, be resilient, and forward-looking with strong personal drive and integrity. You will have demonstrated judgement in a complex and sensitive environment balancing risk and opportunities.

You will have the capability to lead a widely distributed team within a fast paced, challenging and evolving environment to deliver on a reform agenda that requires an understanding of the opportunities and challenges affecting First Nations peoples. You will have a high level ability to communicate effectively with Aboriginal and Torres Strait Islander peoples and communities.

You will have demonstrated commitment to and practice of values based leadership that inspires, empowers, and drives positive change. You will have experience in leading teams in developing innovative strategies and approaches.

The [Secretaries' Charter of Leadership Behaviours](#) sets out the behaviours expected from SES across the APS and apply to senior leadership at the NIAA. The behaviours build on the [Integrated Leadership System](#) and [APS Leadership Capability Framework](#). You will demonstrate stewardship by ensuring high performance and sustainability of the Australian Public Service, harnessing experience, diversity and resources to deliver common objectives.

As part of your application you should consider how you can live up to these behaviours in relevance to the role:

- Be Dynamic
- Be Respectful
- Have Integrity
- Value others
- Empower people

Eligibility

You'll need to be an Australian Citizen to work for NIAA.

You'll need to agree to pre-employment screening checks to work for NIAA. This role also requires a Security clearance at Negative Vetting Level 1. We may also conduct further integrity checks during the course of your employment.

Notes

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

About the 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	SES Unit, (02) 6215 1000
Agency Recruitment Site	https://niaa.nga.net.au/cp/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0729730

Services Australia

Closing Date: Monday 25 September 2023

Fraud Control and Investigations
Fraud Investigation Forensic Services Section

Job Title	Senior Forensic Accounting Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Robina QLD
Salary	\$87,735 - \$101,451
Classification	APS Level 6
Position Number	EXT-APSL-2023-1273
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

The Forensic Services Section (FSS) is part of the Fraud Control and Investigations Division (FCID) and supports the division's fraud compliance strategy. The section provides forensics capabilities for the agency in order to support Services Australia (the agency) investigations, both internal and external, as well as with the execution of search warrants across Australia.

The section offers digital forensic services to the agency and other stakeholder agencies by assisting with criminal search warrants and internal investigations Australia-wide.

The Forensic Accounting and Analysis team focuses on analysis of financial information gathered by Digital Forensics and the agency's investigators. Forensic Accounting is a specialty practice area where accounting, auditing and investigative skills are used to analyse and evaluate financial evidence, commonly communicating findings in a manner suitable for use in a court of law.

APS6 resources will increase the Forensic Accounting team's capabilities and work in conjunction with the EL1 Forensic Accountants to meet these demands and service priority casework such as major operations and brief submission timeframes following arrests.

Duties

- Analysing, interpreting and evaluating evidence for completeness and accuracy.
- Utilising software and tools for reconstruction of financial transactions.
- Performing forensic accounting analysis in accordance with APES 215.
- Preparing financial material meeting evidentiary requirements.
- Performing aspects of quality control on expert witness statements, documents and annexures to ensure reliability and accuracy.
- Providing expertise and training to users of software and promote efficiencies.
- Providing financial, procurement and administrative expertise for the team and/or work area.
- Providing support to multi-disciplinary areas on operational activities including interagency taskforce operations.

Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

Mandatory Qualifications: Certificate IV Government Investigations or the ability to acquire within 12 months of commencement.

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

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are

required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Desirable Qualifications: Tertiary qualifications in Accounting, Business or Commerce are highly desirable.

Desirable Professional Registration: Current membership with a recognised professional accounting body (CPA/CA ANZ/Institute of Public Accountants).

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Brett Gordon, 0400 470 440
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0729664

Department of Social Services

Closing Date: Monday 25 September 2023

Data and Evaluation
Data Strategy

Job Title	APS 5 - Departmental Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$83,213 - \$88,865
Classification	APS Level 5
Position Number	EXT-2023-0883
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

This position sits within the Longitudinal Studies section. The aim of the section is to build, manage and promote a longitudinal evidence base that informs policies and practices to improve the lifetime wellbeing of people and families in Australian communities.

The four active longitudinal surveys managed in the section are:

- Building a New Life in Australia (BNLA)
- The Household, Income and Labour Dynamics in Australia Survey (HILDA)
- The Longitudinal Study of Australian Children (LSAC) The Longitudinal Study of Indigenous Children (LSIC).
- Officers in the team are responsible for the design and conduct of key components of the four longitudinal studies especially the LSIC study which Longitudinal Studies runs largely in house.

Roles may include:

- working on study content development, data collection, testing and data processing (internally or managing contracted agencies)
- using longitudinal data in research and analysis and/or enabling and supporting the use of these studies by the research and policy community
- managing contracts with other agencies who provide contracted survey services.

Duties

- maintain productive working relationships with a range of internal and external stakeholders, including government and non-government agencies
- support components of survey operations and data development, including associated documentation, leading to the production of high quality data sets for use in research and policy development
- use statistical software to perform tasks including cleaning and producing output files
- work on more complex technical or analytical projects, under the guidance of senior officers.

Please review the job pack for the full position description. **Eligibility**

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Linda Plowman, 02 6146 2425
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Monday 25 September 2023

Communities
Income Management Engagement and Support Services

Job Title	Director - Communities Group (Identified)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$133,851 - \$157,811
Classification	Executive Level 2
Position Number	EXT-2023-0830
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The successful applicants will have the opportunity to work on policies and programs that provide support and services to improve the wellbeing of people and families in Australia, particularly in rural and remote communities. You will operate in a complex, fast-paced and dynamic environment, supporting the Australian Government's commitment to reform Income Management, and priorities relating to financial wellbeing and capability, and harm minimisation for online gambling.

We are seeking results-oriented people who possess strong project management, grants management, evidence-based policy development and implementation, engagement, and communication skills.

Duties

Our ideal candidates are self-starters, have good judgement, are organised and results orientated. You will demonstrate an ability to maximise opportunities to support integrated service delivery and engage with cultural sensitivity. We are looking for energetic, flexible and motivated people to join an inclusive, supportive, high-performing team culture.

We are looking for candidates with exceptional communication, influencing and interpersonal skills who have a demonstrated capability to effectively engage and work with community and community stakeholders, and the ability to drive, manage and coordinate cross-Government collaboration relationships, initiatives and outcomes. Applicants from all backgrounds are encouraged to apply, including Aboriginal and Torres Strait Islander peoples.

Please review the job pack for the full position description.

Eligibility Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Justine Fievez, 0420 460 693
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0729778

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Monday 25 September 2023

Regulatory Operations Division
Market Operations Branch Market Audit and Monitoring

Job Title	Registration Monitoring Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Darwin NT, Parramatta NSW, Perth WA, Penrith NSW, Hobart TAS
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	160_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Market Operations Branch

The Market Operations Branch oversees the registration function ensuring provider obligations are understood. They consult with stakeholder and use and analyse intelligence, risk, data and other information to make decisions. They are responsible for the administration of the national Worker Screening Database. They lead interagency engagement for market entry and worker screening operations.

The branch has three key teams:

- Provider registration
- Audit and Monitoring
- Market Coordination.

Audit and Monitoring Team

The Audit and Monitoring team will manage the current audit program arrangements. The audit process is an important aspect of the registration process. Maintaining Audit and Monitoring work requires dedicated resources to work closely with others, both within the Branch and also the corporate enabling areas. They will ensure that all business activity is compliant with the relevant legislative and departmental administrative requirements. **Duties**

The Registration Monitoring program is a critical part of the registration process and provides valuable information to inform registration decisions. It also includes managing compliance monitoring programs for the provider registration cycle.

The successful candidate will:

1. Gain an in-depth knowledge of and compliance with legislative frameworks and policy requirements.
2. Manage the development, implementation and maintenance of assurance related activities for market operations.
3. Apply knowledge of legislation, procedures and guidelines to situations involving a high level of complexity and sensitivity, which require considerable interpretation and analysis.
4. Report on registration monitoring programs and support work processes, systems and guidance to ensure the rigour and consistency of monitoring programs.
5. Identify, manage and escalate (as appropriate) risk and issues that impact delivery of programs.
6. Identify opportunities and implement ongoing improvements for the monitoring programs assurance frameworks consistent with policy and reform initiatives.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS

Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020.

To Apply

Position Contact	Sherie Avalos, 02 47227971
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0729785

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Monday 25 September 2023

Regulatory Operations Division
Market Operations Branch Market Audit and Monitoring

Job Title	Audit Program Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Hobart TAS, Penrith NSW, Parramatta NSW, Darwin NT, Perth WA, Melbourne VIC
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	161_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Market Operations Branch

The Market Operations Branch oversees the registration function ensuring provider obligations are understood. They consult with stakeholder and use and analyse intelligence, risk, data and other information to make decisions. They are responsible for the administration of the national Worker Screening Database. They lead interagency engagement for market entry and worker

screening operations.

The branch has three key teams:

- Provider registration
- Audit and Monitoring
- Market Coordination

Audit and Monitoring Team

The Audit and Monitoring team will manage the current audit program arrangements. The audit process is an important aspect of the registration process. Maintaining Audit and Monitoring work requires dedicated resources to work closely with others, both within the Branch and also the corporate enabling areas. They will ensure that all business activity is compliant with the relevant legislative and departmental administrative requirements.

The Audit Program team will manage and oversight the NDIS quality audit program and audit related requirements. This program is a critical part of the registration process and provides valuable information to inform registration decisions. It includes managing the Commission's approval of quality auditors and the auditor training requirements. **Duties**

The successful candidate will:

1. Support skill and knowledge development through the promotion of learning and development opportunities provided by the Commission and the application of public sector values and principles.
2. Follow direction to perform and achieve complex audit work requiring a thorough knowledge of and compliance with legislative frameworks and policy requirements.
3. Develop, implement and maintain audit assurance related activities for market operations.
4. Coordinate audit and assurance reporting requirements including external and internal audits and reviews.
5. Assist in interpreting, identifying and translating audit issues into findings and recommendations for the NDIS Commission's senior executives.
6. Identify, manage and escalate (as appropriate) risk and issues that impact delivery of programs.

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of

supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020.

To Apply

Position Contact	Pia Davis, +61 2 4722 7946
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0729774

Department of Veterans' Affairs

Closing Date: Sunday 24 September 2023

Program Delivery
Client Access and Rehabilitation Services

Job Title	Information Access Officer and Senior Information Access Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Brisbane QLD
Salary	\$76,696 - \$106,713
Classification	APS Level 4; APS Level 5; APS Level 6
Position Number	DVAO1820
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Information Access Unit is a Unit within the Client Engagement and Support Services Division and is responsible for the management and processing of requests for information made under the Freedom of Information Act 1982, Safety Rehabilitation and Compensation (Defence-related Claims) Act 1988, Military Rehabilitation Compensation Act 2004, Privacy Act 1988 and certain administrative access arrangements. Additionally, the Information Access Unit manages and processes information access requests made under subpoena and other notices to produce information from regulatory agencies.

Duties

As an APS4 - Information Access Officer you will:

- Resolve routine issues, refer stakeholders to appropriate business area and/or escalate complex issues to more senior staff
- Respond to applicant enquiries about the information access process and conduct follow-up for more senior officers
- Liaise with applicants to keep them up-to-date on the progress of their request, clarify the scope and request supplementary evidence related to information requests
- Document communications within the designated database
- Maintain and file records in accordance with information management processes and security requirements
- Exercise delegations appropriate to role in accordance with legislation and guidelines

As an APS5 – Information Access Officer Duties you will:

- Manage and process requests relating to personal and non-personal information access requests
- Manage and process subpoenas and other notices to produce from regulatory agencies
- Analyse and evaluate information to make decisions on routine matters and provide recommendations for review by senior staff
- Prepare documentation that may include correspondence, briefing papers, reports for review by senior staff
- Prepare submissions, responses, statistics to Office of the Australian Information Commissioner
- Manage search minutes, create and allocate returned search minutes and maintain the search minute log
- Allocate information access requests
- Resolve escalated issues, refer stakeholders to appropriate business area and/or escalate complex issues to senior staff
- Provide regular quality assurance and check adherence with relevant procedures and legislation
- Maintain and file records in accordance with information management processes and security requirements
- Exercise delegations appropriate to role in accordance with legislation and guidelines
- Support and mentor junior staff including coaching and training to build knowledge and capability.

As an APS6 – Senior Information Officer you will:

- Manage complex matters relating to personal and non-personal information access requests
- Analyse, integrate and evaluate information to make decisions on complex matters and provide recommendations for review by more senior staff
- Prepare documentation including information that is sensitive, such as briefing papers, reports, Ministerial responses for review by senior staff and submissions to the Office of the Australian Information Commissioner
- Conduct Freedom of Information internal reviews

- Manage and resolve escalated issues, refer stakeholders to appropriate business area and/or escalate complex issues to senior staff
- Provide specialist advice and technical expertise in area of specialisation to staff and stakeholders
- Provide regular quality assurance and check adherence with relevant procedures and legislation
- Maintain and file records in accordance with information management processes and security requirements
- Exercise delegations appropriate to role in accordance with legislation and guidelines
- Manage, support and mentor staff including coaching and training to build knowledge and capability

For more information and to apply for APS4, APS5 & APS6 - Information Access Officer and Senior Information Access Officer (Ref: DVAO1820), click 'apply now'. Eligibility

- Applicants must be an Australian citizen to apply.

Notes

This recruitment process is being used to fill ongoing and non-ongoing positions.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	Suji Varathalingam, dva@hudson.com
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0729776

Department of Veterans' Affairs

Closing Date: Sunday 24 September 2023

Program Delivery
Client Access and Rehabilitation Services

Job Title	Assistant Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Brisbane QLD
Salary	\$118,220 - \$129,820
Classification	Executive Level 1
Position Number	DVAO1822
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Information Access Unit is a new Unit within the Client Engagement and Support Services Division and is responsible for processing requests for information made under the *Freedom of Information Act 1982*, *Safety Rehabilitation and Compensation (Defence-related Claims) Act 1988*, *Military Rehabilitation Compensation Act 2004*, *Privacy Act 1988* and certain administrative access requests. Additionally, the Information Access Unit processes information access requests that are received by subpoena or other notices to produce information from regulatory agencies.

Duties

As an EL1 you will:

- Manage complex and contentious matters relating to personal and non-personal information access requests
- Analyse, integrate and evaluate information to make decisions on complex and contentious matters

- Prepare documentation such as correspondence of a complex nature, briefing papers, reports, Ministerial responses and submissions to the Office of the Australian Information Commissioner
- Conduct Freedom of Information internal reviews
- Provide policy instructions on AAT matters
- Undertake quality assurance activities to promote quality decision making
- Resolve escalated issues, refer stakeholders to appropriate business area
- Provide specialist advice and technical expertise in areas of specialisation to staff and stakeholders
- Support innovation, manage and lead change and significantly contribute to business improvement strategies
- Maintain and file records in accordance with information management processes and security requirements
- Exercise delegations in accordance with legislation and guidelines
- Lead and manage the performance and attendance of officers of the Information Access Unit
- Manage, support and mentor staff including coaching and training to build knowledge and capability.

For more information and to apply for EL1 Assistant Director (Ref: DVAO1822), click 'apply now'. Eligibility

- Applicants must be an Australian citizen to apply.

Notes

This recruitment process is being used to fill ongoing positions.

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To Apply

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Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Parliamentary Department

Vacancy VN-0729230

Department of Parliamentary Services

Closing Date: Monday 18 September 2023

Information Systems Division
Digital Recording Services Broadcasting Delivery Program

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	JR31619
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://career10.successfactors.com/career?company=DPS>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5 Project Support officer within Digital Recording Services Branch.

The Department of Parliamentary Services is looking for a suitable candidate to assist in the development, procurement, implementation and installation of a range of complex broadcasting technology modernisation and transformation projects.

Support and contribute as a subject matter expert to inform the future state direction setting for the modernisation of the Australian Parliament's broadcasting capabilities and related infrastructure.

The role will be required to liaise with internal and external stakeholders, contractors and supervisors to ensure that all work is undertaken in a professional and timely manner.

The right candidate will have a demonstrated ability to work under limited supervision, in a team environment and individually.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Tim Ryan, 02 6277 8315
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS

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Parliamentary Department

Vacancy VN-0729297

Department of Parliamentary Services

Closing Date: Monday 25 September 2023

Finance and Property Services
Property Services Project Delivery

Job Title	Project Officers and Senior Project Officers (Multiple positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5; APS Level 6
Position Number	JR31644
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://career10.successfactors.com/career?company=DPS>

The Department of Parliamentary Services (DPS) is recruiting for several PSL5 Project Officers and a PSL6 Senior Project Officer within its Property Services Branch.

The Property Services Branch is responsible for delivering building infrastructure projects that enable Australian Parliament House to function effectively as a safe and accessible building.

The Project Officers and Senior Project Officer will be an integral part of a team of project professionals who are responsible for the planning and delivery of medium to high risk and complexity building infrastructure projects to ensure time, cost, quality, safety and environmental corporate expectations and requirements are met.

The project officers will assist in the development, oversight and analysis of project plans and schedules through interpreting client needs to formulate the scope of work for projects, procurement activities and maintaining project documentation within established frameworks.

The successful applicants will be expected to establish and maintain strong stakeholder relationships in a unique operating environment. In addition, the successful candidates must be aware of and have the ability to implement modern project methodology models, and have a strong understanding of Commonwealth Government Procurement, Finance and Governance requirements.

Our ideal candidates will:

Have previous experience in assisting project managers with delivering projects on time and within budget.

Have strong time management and organisational skills.

Have strong interpersonal skills to communicate effectively (written and oral).

Have strong stakeholder management skills.

Previous experience with Commonwealth Government Financial, Procurement and Document Management processes and systems.

Be flexible and adaptable within a changing environment.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statements.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline security clearance.

Notes

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To Apply

Position Contact	Jackie Newman, 02 6277 9294
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS

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