



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS37 Daily Gazette Thursday - 18 September
2025.pdf**

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APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS37 Weekly Gazette Thursday - 18 September 2025.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 - 18 September 2025.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0763093

Australian Children's Education and Care Quality Authority

Closing Date:Wednesday 01 October 2025

Leadership, Quality and Regulatory Support
Regulatory Authority Support

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

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

Manager Regulatory Authority Support

- Help children have the best start in life through high quality education & care.
- Improve outcomes for children and families in early education and care.
- Join an expert team working across governments at the national level.

About [ACECQA](#)

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

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

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

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

Duties

The Role

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

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

Eligibility

About You

To be successful in this role you will need:

- Demonstrated leadership and management capabilities and experience in a complex, agile and diverse environment.
- Demonstrated capabilities and experience in children's education and care service delivery, vocational education, regulatory functions, and/or public sector management.
- Demonstrated experience in developing and managing projects and programs of work, including the ability to independently scope, plan, control and manage projects, and provide accurate reporting.
- Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports to change, interpret or develop policies and programs
- Proven ability to develop productive working relationships with external stakeholders and peak organisations.
- Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audiences and genres (including presentations, articles and resources) backed by high level written communication skills.

- Demonstrated ability to negotiate confidently with internal and external stakeholders.
- Demonstrated ability to deliver engaging and informative training and professional development programs to adult learners.

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

- Experience in a regulatory authority.
- Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.
- Tertiary qualifications in a relevant discipline.

Notes

How to apply

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

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

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

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two (2) managers (within the last five years) of employment for referee checks.
- Attach a written response to the targeted questions below of no more than 2 pages.

Targeted Questions

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

1. How do your skills and experience position you well to lead the team in this work?
2. How will you contribute to ensuring that the integrity of the training provided and resources developed for regulatory authority authorised officers is maintained? All complete applications will be acknowledged.

More information

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

About the Australian Children's Education and Care Quality Authority

To Apply

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

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0763099

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

Job Description

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

Senior Officer Regulatory Authority Support

- Help children have the best start in life through high quality education & care.
- Improve outcomes for children and families in early education and care.
- Join an expert team working across governments at the national level.

About [ACECQA](#)

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

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

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

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

Duties

The Role

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

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

Eligibility

About You

To be successful in this role you will need:

- Demonstrated capabilities and experience in children's education and care service delivery, vocational education, management of regulatory/quality assurance functions, delivery of professional development programs and/or public sector management.
- Demonstrated experience in contributing to and progressing projects, including the ability to scope, plan, implement and report on projects.
- Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports.
- Proven ability to develop productive working relationships with external stakeholders and peak organisations.
- Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audience and genres (including presentations, articles and resources) backed by high level written communication skills.
- Demonstrated ability to negotiate confidently with internal and external stakeholders.

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

- Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.
- Tertiary qualifications in a relevant discipline.

Notes

How to apply

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

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

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

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two referees who have directly supervised you within the last five years of employment.
- Attach a written response to the targeted questions below of no more than 2 pages.

Targeted Questions

1. Please detail your working knowledge and experience of the National Quality Framework and in particular the Assessment and Rating process.
2. Please describe the strategies and methods you have used to ensure that resource content is tailored for and meets the needs of a specific audience.

All complete applications will be acknowledged.

More information

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0414665952
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=499

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Vacancy VN-0762986

Australian Electoral Commission

Closing Date: Wednesday 01 October 2025

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

Job Title	Director, Data Capability Exchange
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$139,681 - \$164,008
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 2
Position Number	2025-178 10269
Agency Website	https://www.aec.gov.au/

Job Description

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

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

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

We do this through our key service offerings:

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

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

Duties

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

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

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

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

The Director is responsible for providing high quality and timely advice internally and externally, including guidance and reporting to Branch leadership and the Senior Executive cohort in relation to Section/Branch functional responsibilities. You will contribute to doctrine, election preparation and delivery activities in accordance with the Election Readiness Framework, according to individual accountabilities and responsibilities. Participate in open and flexible communication to

support an agency culture that values data as a corporate asset and manage deliverables within budget and resourcing allocation.

To excel you'll have:

Mandatory

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

Desirable

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

Eligibility

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

Notes

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

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the

agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC’s statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Michael van Belkom or Toby Randell-Sly, 02 51372541 or 02 51276436
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912550605940998~1/edit

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Vacancy VN-0762908

Job Title	ASD EL1 Technical Lead and ASD EL1 Signals Analyst Intelligence Manager - Joint Defence Facility Pine Gap (JDFPG)
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$126,857 - \$143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	Executive Level 1
Position Number	ASD/07514/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

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

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

About the Role

ASD EL1 Technical Lead – JDFPG Lab

You will be responsible for advice and leadership across a range of innovative capability development activities in partnership with multiple Australian and US agencies in the JDFPG research and development lab based in Alice Springs. The JDFPG Lab is the innovation engine at JDFPG, which designs, develops, tests and deploys analytical and processing solutions in direct support to ASD and partner customer's signals intelligence activities.

Key duties include:

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

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

ASD EL1 Signals Analyst Intelligence Manager

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

Key duties include:

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

- Contribute to complex problem solving, issues management or sensitive projects or work programs and/or outcomes that have strategic, capability and/or operational significance.
- Recommend strategic directions for your area of responsibility and consider wider agency implications and strategic context when making decisions in accordance with current legislation and multi-agency policies.
- Develop, document and maintain mission strategies, concept of operations, standard operating procedures, senior briefing and training packages
- Support Technical Intelligence Branch in the development and execution of technical activities and initiatives, including those in REDSPICE.
- Strengthen relationships across ASD, JDFPG and with multinational partners.

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

Further Information can be found at: [I'm changing my career | Australian Signals Directorate](#)

Duties

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

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

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

Eligibility

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

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

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

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

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

Notes

Mandatory Qualifications / Experience

ASD EL1 Technical Lead – JDFPG Lab

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

ASD EL1 Signals Analyst Intelligence Manager

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

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

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

To Apply

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

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Vacancy VN-0763020

Australian Signals Directorate

Closing Date: Sunday 12 October 2025

Capability & Transformation

Job Title	ASD 4, 5 & 6 ICT Customer Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA
Salary	\$83,489 - \$116,169
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/07710/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

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

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

About the Role

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

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

ASD 4 ICT Customer Support Officer

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

ASD 5 ICT Customer Support Officer

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

- ## ASD 6 ICT Customer Support Officer

- Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://www.asd.gov.au)

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

ASD 4 ICT Customer Support Officer

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

ASD 5 ICT Customer Support Officer

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

ASD 6 ICT Customer Support Officer

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

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

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

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763069

Australian Signals Directorate

Closing Date: Sunday 12 October 2025

Capability & Transformation

Job Title	ASD EL1 ICT Service Hub Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$126,857 - \$143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	Executive Level 1
Position Number	ASD/07711/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

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

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

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

About the Role

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

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

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

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

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

- Training and developing staff to be able to deliver high side accounts to stakeholders in a timely manner.
- Accountable for managing allocated resources, setting work priorities, managing workflows, developing strategies and evaluating business outcomes to support the Service Hub.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for accurate completion of work within timeframes and quality requirements, provide knowledge sharing/exchange and expertise with others and guide and mentor less experienced employees.
- Build and sustain relationships and liaise with a range of stakeholders including other teams, peers and colleagues across Capability & Transformation Group and other organisations as required.
- Manage and maintain communication channels such as web pages and similar ensuring they are current and fit-for-purpose. In addition, the management of an IVR system once established.
- Accountable to control IT assets and ensure that administration of the acquisition, storage, distribution, movement and disposal of assets is carried out.
- Manage, maintain and continuously improve the existing Data Dissemination and Data transfer process by ensuring policy, data privacy and security, coordinating data transfer processes, and collaborating with stakeholders.

Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://www.asd.gov.au)

Duties

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

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

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

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

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

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0762943

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

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

Duties

The Role

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

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

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

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

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

Please note: This role is located in Canberra, ACT

About our Team

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

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

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

Our Ideal Candidate

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

delivered on time and to a high standard. They will bring the following attributes and skills to the role:

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

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7764A455-5B9A-2E3D-376C-E43391EAEB14

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Vacancy VN-0761527

Department of Home Affairs

Closing Date: Thursday 17 September 2026

North
Operations QLD Operations & Planning Qld

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

Job Description

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

Overview of the Australian Border Force (ABF):

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

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

The ABF is responsible for:

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

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

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

About the role:

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

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

If you are found suitable and offered to undertake casual work for the ABF as an IIE, you will be offered work on casual irregular and intermittent basis. This includes work within standard business hours, in the early morning, of evenings, on weekends, and/or on public holidays. Work

hours will be offered intermittently and sometimes at very short notice. We are looking for individuals who are able to regularly and flexibly commute to ABF sites within their locale as needed. The majority of positions are based in Brisbane or the Gold Coast.

Our ideal candidate

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

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

Duties

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

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

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

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Vacancy VN-0763010

Department of the House of Representatives

Closing Date:Sunday 12 October 2025

People Strategies Office Payroll and Reporting

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

Job Description

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

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

About the department

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The

department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

About the section

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

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

About the role

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

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

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

Duties

The duties of Payroll Advisor (PSL4) will be:

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

5. Contribute to HR initiatives and projects, by undertaking allocated tasks and providing administrative support to promote to continuous improvement.

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

1. Provide accurate and timely advice to internal and external stakeholders on payroll processes, human resources policies, and procedures, ensuring compliance with departmental and legislative requirements.
2. Execute payroll functions for departmental staff and Members of Parliament, ensuring accuracy, confidentiality and adherence to deadlines.
3. Draft professional correspondence and engage with clients to resolve a broad range of payroll and HR-related enquiries.
4. Investigate and action complex employment conditions issues, applying sound judgement and knowledge of relevant policies and frameworks.
5. Assist with the delivery of strategic HR initiatives and projects, contributing to continuous improvement and organisational capability.

Eligibility

Selection criteria

The successful candidate will demonstrate:

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

Notes

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

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

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

To Apply

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

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Vacancy VN-0763015

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

Job Description

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

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

About the role

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

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

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

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

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

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

About the section

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

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

Duties

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

1. Undertake research and analysis to identify complex issues and make recommendations for resolution.

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

Duties of the Assistant Systems Administrator (PSL6) are:

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

Eligibility

Selection Criteria

The successful candidate will demonstrate:

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

Notes

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

About the Department of the House of Representatives

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

To Apply

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

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Vacancy VN-0763019

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

Job Description

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

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

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

About the role

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

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

Duties

The duties of the Recruitment Adviser will:

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

Eligibility

Selection Criteria

The successful candidate will demonstrate:

1. Demonstrated knowledge of recruitment policies, procedures, and legislation, with the ability to provide accurate and timely advice to a range of stakeholders.
2. Strong attention to detail and organisational skills, with experience in advertising roles and managing recruitment documentation to ensure accuracy and compliance with departmental requirements.
3. Proven ability to coordinate onboarding activities, including conducting pre-employment checks and preparing employment documentation in accordance with relevant legislation and guidelines.
4. Well-developed administrative and coordination skills, with the ability to support recruitment and selection processes, manage competing priorities, and meet deadlines in a dynamic environment.

5. Effective communication and interpersonal skills, with the ability to build productive relationships and collaborate with internal and external stakeholders.
6. Ability to contribute to people strategy initiatives and projects, demonstrating initiative, adaptability, and a commitment to continuous improvement.

Notes

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

Further information about the department is available on the DHR website

About the Department of the House of Representatives

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

To Apply

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

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Vacancy VN-0763034

Department of the House of Representatives

Closing Date:Monday 06 October 2025

Finance Office Payroll and Reporting

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

Job Description

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

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

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

The objectives of the office are to:

- ensure the continued sound financial management of the department through the delivery of comprehensive financial stewardship
- promote and uphold a culture of integrity, ethical behaviour and compliance awareness

- train and develop team members and the broader department in an innovative, supportive and service focussed environment that values both teamwork and individual achievement.

About the role

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

Duties

The Senior Finance Officer will carry out the following duties:

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

Eligibility

Selection criteria

The successful candidate will demonstrate:

1. The ability to apply finance, accounting and procurement knowledge to process, review, analyse and interpret routine financial information using a modern financial management information system.
2. The ability to apply advanced digital literacy skills, and judgement to review and analyse situations, procedures and systems to innovate and improve for better outcomes.
3. A strong customer focus with demonstrated customer service skills, including the ability to communicate financial and procurement information to non-finance customers and build productive working relationships within the Finance Office, the department and externally.
4. The ability to research, write and present detailed and accurate financial and procurement governance, policy advice and correspondence.

5. The ability to prioritise, deliver outcomes and respond flexibly as priorities and issues emerge.
6. The highest standards of ethical behaviour and demonstrated courage, resilience, openness to change and a commitment to personal development.

Notes

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

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

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

About the Department of the House of Representatives

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

To Apply

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

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Vacancy VN-0762728

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0786-09-25
Agency Website	https://www.fcftoa.gov.au/

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

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

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

Location: Brisbane

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

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

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

What is a Court Child Expert?

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

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

Why Join Us?

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

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

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

Duties

What Will You Do?

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

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

Eligibility

Mandatory qualifications and experience

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

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Want to learn more?

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

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

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public

Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=544A82AE-E455-4149-13D1-E434BC0ABF05

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Vacancy VN-0762967

Federal Circuit and Family Court of Australia

Closing Date: Sunday 12 October 2025

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

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0784-09-25
Agency Website	https://www.fcftoa.gov.au/

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

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

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

Location: Newcastle

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

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

What is a Court Child Expert?

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

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

Why Join Us?

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

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

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

Duties

What Will You Do?

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

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

Eligibility

Mandatory qualifications and experience

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

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Want to learn more?

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

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

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=F748D3BC-E979-D574-DD8A-E434BBF5605D

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Vacancy VN-0762972

Federal Circuit and Family Court of Australia

Closing Date: Sunday 12 October 2025

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

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0785-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

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

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

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

Location: Adelaide

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

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What is a Court Child Expert?

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Why Join Us?

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- Receive extensive professional support and development

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Duties

What Will You Do?

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

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

Eligibility

Mandatory qualifications and experience

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

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

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

Diversity and Inclusion

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Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Want to learn more?

For more information including eligibility and instructions on how to apply, please see the position’s listing on the agency’s website [here](#).

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

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About the Federal Circuit and Family Court of Australia

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To Apply

Position Contact	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=574FED74-1C76-2E86-36FB-E434BC69007C

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Vacancy VN-0762983

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0778-09-25
Agency Website	https://www.fcfcoa.gov.au/

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

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

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

Location: Parramatta

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

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What is a Court Child Expert?

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Why Join Us?

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- Influence real-life decisions that shape a child's future
- Be part of a collaborative, national team of experts
- Receive extensive professional support and development

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

Duties

What Will You Do?

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

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

Eligibility

Mandatory qualifications and experience

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

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Want to learn more?

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

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

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=1836E671-46CD-FA92-3782-E434BC6DEC0A

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Vacancy VN-0762984

Federal Circuit and Family Court of Australia

Closing Date: Sunday 12 October 2025

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

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Launceston TAS
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0782-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

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

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

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

Location: Launceston

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

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

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

What is a Court Child Expert?

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

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

Why Join Us?

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

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

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

Duties

What Will You Do?

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

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

Eligibility

Mandatory qualifications and experience

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

Notes

Eligibility

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

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Diversity and Inclusion

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Want to learn more?

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To Apply

Position Contact	National CCS team, National.CCS@fcfcoa.gov.au
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Vacancy VN-0763000

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0783-09-25
Agency Website	https://www.fcfcoa.gov.au/

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

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

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

Location: Darwin

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

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To Apply

Position Contact	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=22BD94D1-2E34-D85A-9C38-E434BD50E2E4

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Vacancy VN-0763064

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 01 October 2025

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

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

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

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

The Position

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

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

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

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

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

About You

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

Duties

- Liaise, consult and negotiate with Aboriginal and Torres Strait Islander peoples, including Traditional Owner groups, Registered Native Title Body Corporates, Prescribed Body Corporates and government agencies, to facilitate the development and/or implementation of Traditional Use of Marine Resources Agreements.
- Manage and support a range of complex projects, and to lead/participate in project teams to develop, implement and monitor contracts in partnership with Traditional Owners for the delivery of Traditional Use of Marine Resource Agreements and/or other Marine Park policies and plans.
- Work collaboratively to achieve results by engaging effectively with internal and external stakeholders on both strategic and operational matters, including representing the views of the Reef Authority in a range of meetings and forums.
- Report and provide advice to management on Traditional Owner related issues relevant to Marine Park management and/or on culturally appropriate approaches to Sea Country and Marine Park planning.
- Contribute to and build organisational Traditional Owner knowledge by building and nurturing internal and external relationships to assist the Reef Authority in delivering its goals and objectives.
- Actively participate, as part of a committed team, to the work of the TUMRA Section, including contributing to delivering the broader Reef Authority's corporate objectives, and be responsible for managing work priorities and monitoring progress to achieve results, demonstrating the ability to be agile and responsive to changing requirements.

Eligibility

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

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

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

1. a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
2. confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

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

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

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

Notes

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

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

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Vacancy VN-0763097

Great Barrier Reef Marine Park Authority

Closing Date: Wednesday 01 October 2025

Corporate Services Business Operations

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

Job Description

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

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

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

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

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

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

About You

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

Duties

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

- At times you may be required to undertake hazardous manual tasks including lifting, lowering, pushing, pulling or carrying loads of varying sizes and weights.

Eligibility

The successful candidate will:

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

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

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

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

Notes

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To Apply

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

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Vacancy VN-0763066

National Heavy Vehicle Regulator

Closing Date:Friday 26 September 2025

Safety & Productivity
Policy

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

Job Description

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

Duties

About the role

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

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

- Research, draft and collaborate on policy documentation.
- Provide evidence-based policy advice to support informed decision-making on a range of legislative, strategic and operational policy matters.
- Prepare a range of written papers including, policy position papers and options, reports, procedural documentation, and other correspondence.

- Liaise and consult with government agencies (federal, state and local), industry, community and other stakeholders on strategic or operational matters.
- Conduct research and analyse complex data, issues and trends. Proactively contribute to the development, implementation, evaluation and continued improvement of strategic policy and legislative frameworks.

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

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

Eligibility

About You

To be successful in this role you will possess:

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

Why join us?

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as the national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and 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 1000 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

We offer

- A competitive salary package of **\$125,747.48** + superannuation
- Options for monthly or fortnightly rostered day off.
- Additional paid leave over Christmas closure.
- Hybrid working environment – up to 2 days from home.
- Up to 15.25% superannuation through a co-contribution scheme
- Leave loading 17.5%
- Wellbeing programs – discounted fitness through Fitness Passport, Discount health insurance, flu vaccine, financial programs including discounted banking products, finance information sessions.
- Salary packaging options including novated lease.
- Discounted IT products including Microsoft and free family password security plan.
- Ongoing training and professional development support

Application Process

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

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

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

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

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

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

Notes

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

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 900 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Amy Conroy, 07 3309 3761
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=493163&S

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Agriculture, Water and the Environment

Vacancy VN-0763050

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 02 October 2025

Biosecurity Plant and Science Services
Science & Surveillance Northern Australian Quarantine Strategy

Job Title	Botanist (Identified position)
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$84,794 - \$93,020
Future Merit Locations	Cairns
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/3125
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Northern Australia Quarantine Strategy:

- identifies and evaluates the unique biosecurity risks facing northern Australia
- develops and implements measures to support early detection of targeted pests, diseases and weeds across northern Australia
- contributes to national and international initiatives relating to biosecurity including capability and capacity building through training and education in tropical biosecurity
- engages with Indigenous Rangers and other remote community stakeholders on measures supporting biosecurity service delivery
- contributes to the department's biosecurity preparedness/response initiatives in northern Australia.

Duties

The Job

We are looking for an enthusiastic and skilled Botanist with demonstrated field experience and botanical skills to join the NAQS team in Cairns. The successful applicant will contribute to early detection surveillance delivered by the NAQS plant health team in QLD, NT and WA and will work closely with other federal, state/territory government staff, Biosecurity Engagement Officers and Indigenous Rangers, to deliver an integrated biosecurity surveillance program across northern Australia. There may also be opportunities for offshore surveillance in near neighbour countries.

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

- undertaking botanical surveys across northern Australia in Queensland, the Northern Territory and Western Australia
- the preparation and identification of plant material collected during field surveys
- the maintenance of accurate computer-based and manual records and the preparation of reports
- contributing to the delivery of training and extension material for external stakeholders, including First Nation ranger groups.

- promoting and ensuring effective implementation of APS Values, Employment Principles, Code of Conduct, WHS and Rehabilitation policies.

To see more on science-based roles please click [here](#).

Eligibility

What we are looking for

Knowledge and experience

- Field plant identification skills and experience, preferably with field experience in Northern Australia.
- Demonstrated knowledge and skills in specimen collection and preservation techniques.
- Experience communicating effectively with diverse stakeholder groups.
- Experience using Work Health and Safety principles to reduce risk.
- Experience working in remote locations is desirable.

Mandatory qualifications

Tertiary qualifications (Bachelor degree) in biological science, environmental science, agriculture, ecology or a related field that emphasises botany. Applicants who do not possess such a qualification, but who have a demonstrated history of practical and directly applicable experience in botanical science, may also be considered.

Eligibility and other requirements

The successful applicant must:

- note that you may be required to perform occasional out-of-hours and weekend work
- note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four-wheel drive vehicles
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy

- wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures.

Notes

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

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Raelee Kerrigan, 0461 398 662
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Defence

Vacancy VN-0762510

Department of Defence

Closing Date:Thursday 02 October 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Travel Administration Officer
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	\$79,176 - \$86,438
Future Merit Locations	Canungra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/07332/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F37B8556-DF7A-7800-4263-E431B1112427>

Duties

The Role

We are seeking a Travel Administration Officer to provide high quality administrative support within the Defence School of Intelligence (DSI). In this role, you will coordinate domestic and international travel for the DSI Command Team, support staff, and visiting lecturers, and assist the Orderly Room with Conditions of Service travel.

You will develop a working knowledge of Defence travel entitlements and policies to support the planning, booking, and finalisation of travel arrangements, ensuring a smooth and efficient process. The role also involves responding to travel related enquiries and contribute to general administrative tasks that support the broader business activities.

About our Team

The Defence School of Intelligence (DSI) delivers contemporary intelligence training to enable the Australian Defence Organisation in competition and conflict. This includes training for personnel from the Army, Air Force and Navy services, civilian employees of the Department of Defence,

selected personnel from New Zealand, the nations of the South Pacific region and the ASEAN states.

The Orderly Room team is an integrated workforce made up of both Australian Defence Force (ADF) and Australian Public Service (APS) staff. We provide administrative support and advice to everyone in the unit, including learners and staff. You'll be joining a friendly, collaborative team that values problem-solving and great service.

Our Ideal Candidate

We're looking for someone who brings strong administrative and coordination skills, enjoys working collaboratively, and can build effective relationships across a team environment. You'll be organised, adaptable, and confident working independently to manage competing priorities.

You'll ideally have experience in travel coordination, administration, customer service, or service delivery roles. Familiarity with government or Defence environments is highly regarded, but not essential. We value candidates who are quick to learn and bring a proactive, solutions-focused mindset.

We're especially interested in someone who:

- Provides exceptional customer service and communicates clearly and professionally.
- Works independently and takes initiative to manage multiple tasks and priorities.
- Is comfortable using Microsoft Word, Excel, Adobe, and learning new business systems.
- Has experience planning and coordinating tasks across multiple areas or activities.
- Demonstrates strong written and verbal communication skills.
- Contributes actively to team discussions, shares information, and supports team goals.
- Shows a commitment to public service values and ethical standards.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Susan Madeley, 07 3903 7069
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F37B8556-DF7A-7800-4263-E431B1112427

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Defence

Vacancy VN-0762801

Department of Defence

Closing Date:Thursday 02 October 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Chief Engineer
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT, Melbourne VIC, Russell ACT
Salary	\$139,681 - \$167,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/07321/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CDE24704-BD8D-3B24-8CD5-E434B7EC5592>

Duties

The Role

This is an exciting opportunity to support the delivery of reliable, robust C4 capability and achieve high quality outcomes on large complex projects on behalf of, and in support of, Capability Managers and the Australian Defence Force. The EL2 Chief Engineer will lead and support a broad matrixed engineering and technical workforce, delivering critical command, control, communications and computing (C4) capabilities to the ADF in the Joint and Land domains. As our suitable applicant, you will have exceptional technical, leadership, and communication skills, and will have a proven history of building, maintaining and growing productive and empowered teams to deliver technical and engineering functions.

Key responsibilities will include:

- Leading and mentoring a team of engineering and technical professionals in an integrated workforce to drive outcomes, inspire the workforce, and maintain a positive workplace culture.
- Driving the delivery of very complex engineering and technical functions in multiple projects across a broad portfolio, to support innovative activities internal to Defence and working with Industry to deliver outcomes.

- Working with the System Program Office Director and Project Directors to shape commercial relationships that will provide the delivery of engineering and technical functions from industry.

About our Team

Join a dynamic and rewarding organisation within the Capability Acquisition and Sustainment Group (CASG), Joint Systems Division (JSD). We currently have two vacant Chief Engineer roles to be filled, in Land Command, Control Communications and Computer (C4) Systems Branch, and in Joint C4 Systems Branch. Land Command, Control, Communications & Computer Systems (LC4S) Branch is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG.

We are responsible for delivering both Acquisition and Sustainment of complex and mission critical Command and Control, Communication, and Computer Systems to Army and Joint Force, in Australia and overseas. The Integrated Warfighting Networks Systems Program Office (IWNSPO), within Joint Command, Control, Communications & Computer Systems (JC4S) Branch, is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas. IWNSPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

We are looking for highly competent engineering professionals who are skilled collaborators, contributors, communicators and leaders to be part of our highly integrated workforce.

Key attributes and experience we are looking for include:

- An experienced and inspired leader and mentor who is passionate about coaching and mentoring teams.
- A motivated engineering professional who shares a passion for delivering cutting-edge technology and enjoys working at the forefront of Military command, control and communications systems innovation.
- A precise and confident communicator and relationship manager who can work with various levels of stakeholders, using your influence to shape decisions and outcomes
- An experienced engineering professional with highly developed and demonstrated experience in understanding engineering principles, technical regulations and procedures, who will be accountable for exercising assigned engineering authorities and Technical Regulatory Authority delegations.
- An engineer with a high degree of commercial acumen and experience working with external stakeholders using commercial frameworks to deliver outcomes for Defence.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Emma Coleman, 02 5108 3540
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CDE24704-BD8D-3B24-8CD5-E434B7EC5592

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Defence

Vacancy VN-0762811

Department of Defence

Closing Date:Thursday 09 October 2025

Defence People Group
Joint Health Command

Job Title	Regional Physiotherapist Manager
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$120,303 - \$135,701
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/07560/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=ED957A94-5D5F-DE69-E983-E43392B132C5>

Duties

The Role

The EL 1 Regional Physiotherapist Manager (RPM) is accountable under broad direction to perform and achieve complex physiotherapy assessments, treatments and rehabilitative work within an integrated workforce. They will require in-depth knowledge and compliance with legislative frameworks, government decision-making, and Defence's mission and policy requirements.

The RPM will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision-making and judgment to provide expert policy advice. They will have in-depth knowledge of the physiotherapy field and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their field of work.

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

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The EL1 RPM position is part of Joint Health Unit – North Queensland (JHU-NQ) and is based at JHU-NQ Headquarters, RAAF Townsville, QLD. Each Joint Health Unit facility provides a range of services, which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multidisciplinary team of ADF personnel, Australian Public Service employees, and a contracted workforce. JHC works together to manage around one million patient health service interactions with Defence members each year.

The EL1 RPM reports to the Commanding Officer (CO) JHU-NQ located at RAAF Townsville, QLD.

Our Ideal Candidate

The ideal candidate will demonstrate extensive physiotherapy experience, critical thinking skills, be proficient at analysing workflows and business processes, provide recommendations for improvements to enhance efficiency and outcomes, and manage the implementation of agreed actions.

The ideal candidate will continue to maintain currency in clinical knowledge in line with JHC, ADF and Commonwealth policy, possess excellent verbal and written communication skills.

The ideal candidate must be flexible and adaptable. They will be comfortable with managing change and responding to short-notice tasks. They will have the ability to anticipate, identify, and respond to changing priorities. They will also be committed to ongoing professional development and when required, be prepared to mentor and train junior team members to achieve optimal outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Registered as a Physiotherapist with the Physiotherapy Board of Australia

Notes

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

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To Apply

Position Contact	Scott Anderson, 07 4430 0980
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED957A94-5D5F-DE69-E983-E43392B132C5

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Defence

Vacancy VN-0762901

Department of Defence

Closing Date:Thursday 02 October 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Contract Officer (Export Control)
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Nowra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/06949/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=02B63061-A561-C709-38E3-E434059A5987>

Duties

The Role

The key duties for this position are:

- Assisting in development and maturation of the organisation's export control management framework.
- Maintaining and assuring compliance within the SPO/HMAS Albatross Technology Control Plan.
- Providing general export control related advice, direction, and assistance to various stakeholders.
- Record keeping and auditing of export control agreements to maintain regulatory standards.
- Supporting export control related procurement and contract management activities whilst ensuring compliance.
- Preparing and delivering export control related training and familiarisation sessions with relevant Units.
- Providing other ad hoc commercial support.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

NASPO's Commercial Management Section (CMS) is a small and tight-knit team who provides commercial and export control support to wider Fleet Air Arm stakeholders.

This role within NASPO CMS is an exciting opportunity for an enthusiastic individual to develop skills around management of export controlled technology and general procurement and contracting support in a Defence environment.

The successful candidate will find themselves within a supportive team environment with significant professional development opportunities to support their career. Challenge should be expected in this role but not without support from an inclusive and considerate team and leadership group.

Our Ideal Candidate

- You will be eager to learn, develop and build on your knowledge and skills in export control management.
- You will demonstrate effective communication and stakeholder management skills, with the ability to work constructively and collaboratively within a team, across teams, and with a wide range of stakeholders to support export control objectives.
- You will be capable of understanding and applying complex legal principles, legislation and policy, and using this knowledge to provide valued export control advice to stakeholders as required.
- You will be self-motivated, well-organised and be able to manage various tasks simultaneously and ensure business objectives and deadlines are met.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Sakib Soni, 02 4449 6056
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=02B63061-A561-C709-38E3-E434059A5987

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Defence

Vacancy VN-0762903

Department of Defence

Closing Date: Thursday 02 October 2025

Joint Capabilities Group
Joint Capabilities

Job Title	ICT Security Specialist
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Macleod
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/07598/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5F1A0FFF-189D-455C-1DC6-E434062A2BA7>

Duties

The Role

The Communication Security (COMSEC) Account Manager is responsible on behalf of the Appointing Authority for the operation and management of the COMSEC account; for ensuring the safeguarding, accounting, handling and disposition of accountable COMSEC material; and associated COMSEC account files, records and documentation held on the COMSEC account ensuring they are only accessed by suitable and appropriately trained, cleared and briefed persons.

You will lead a small team to support the planning, scheduling and delivery of COMSEC training, advice and equipment to a range of military personnel.

You will be required to engage and communicate with stakeholders to identify, respond and provide advice on COMSEC to achieve unit and Defence outcomes.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Defence Force School of Signals (DFSS) located in Macleod VIC trains and develops Communications and Information Systems, Electronic Warfare, Signals Intelligence and Cyberspace Professionals in order to enable the Command Support and Information Warfare functions of the Australian Defence Force. You will work along-side military, APS and contracted personnel to deliver support to a variety of Defence personnel.

Our Ideal Candidate

Is a responsible individual, with a background in COMSEC duties and responsibilities. Demonstrates exceptional presentation and communication skills, effectively conveying risks and issues to leadership and staff.

Comfortable holding a position of authority to enable the appropriate execution of responsibilities.

Ability to understand, follow and communicate national policies and legislation.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	WO2 Dominic Ambrosi, 02 8245 9784
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5F1A0FFF-189D-455C-1DC6-E434062A2BA7

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Defence

Vacancy VN-0762909

Department of Defence

Closing Date:Thursday 02 October 2025

NAVY
Head Navy Engineering

Job Title	Deputy Director Contracts and Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$147,316
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	NAVY/07380/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B9BE4E2B-1A79-4D8C-87ED-E4340742DD78>

Duties

The Role

We are seeking a highly versatile and experienced EL1 to lead the day-to-day financial operations of the Australian Naval Classification Authority (ANCA) Branch in the role of Deputy Director Contracts and Finance.

In this leadership position, you will oversee a broad portfolio of branch business functions, including:

- Complex contracting and procurement.
- Budgeting and financial management.
- Governance, compliance and business performance activities.

You will operate with a high degree of autonomy while contributing to a collaborative and integrated team environment. The role requires sound judgement, strategic thinking, and the ability to manage complex procedural, operational, administrative, and business support tasks.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

ANCA is responsible for establishing, managing and continuously improving a system of naval classification (the ANC Framework) to assure the seaworthiness of naval vessels operating in the defence of Australia. ANCA operates with a blended workforce comprising Australian Public Service (APS) personnel and specialists contractors. The team works in close partnership with Bureau Veritas, a long-term sovereign industry partner, to deliver expert support and technical knowledge across naval classification.

This position will be based at Campbell Park, ACT.

Our Ideal Candidate

The ideal candidate will bring a broad range of skills, experience, and professional judgement. Building and maintaining strong relationships will be essential, as you will work closely with colleagues across ANCA, Defence Seaworthiness and other engineering teams.

As Deputy Director Contracts and Finance, you will:

- Develop and implement procurement-related documentation, including templates, schedules, correspondence, reports, submissions, plans and strategies, risk and performance reviews, contract change proposals, and other contract management materials.
- Assess and evaluate administrative, business, corporate and policy initiatives, identify issues and implement appropriate procedures and work practices.
- Interpret and provide advice and assistance on complex to very complex procurement and contract management issues.
- Monitor and manage contract administration, performance and risks against the contract and contribute to appropriate action.
- Build and sustain productive relationships with supervisors, staff and team members and actively participate in team work and group activities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mrs Brydie Lanham, 02 5108 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B9BE4E2B-1A79-4D8C-87ED-E4340742DD78

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Defence

Vacancy VN-0762953

Department of Defence

Closing Date: Thursday 02 October 2025

Security and Estate Group
Service Delivery Division

Job Title	Administration Officer - Relocations & Housing
Job Type	Full-Time, Ongoing
Location	Campbell ACT, Darwin NT, Edinburgh SA
Salary	\$86,887 - \$93,066
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Campbell, Darwin, Edinburgh
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/07642/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DB438493-D024-77D1-D5E5-E434BA3EDA46>

Duties

The Role

Working in the Directorate of Relocations and Housing (DRH), offers a unique opportunity to directly support over 60,000 full-time Defence members and their families. Each year, during peak posting cycles, around 20,000 ADF members relocate across Australia - and DRH plays a central role in ensuring these moves are delivered smoothly and in line with Defence obligations. In this role, you will contribute to complex and rewarding work that underpins the wellbeing of Defence families and the delivery of Defence capability. You will be part of a high-performing, integrated and diverse team, where no two days are the same.

Key responsibilities include:

- Providing high-level operational, administrative and business support.
- Building and maintaining professional relationships with a wide network of stakeholders.
- Applying sound judgement, leadership behaviours and professionalism in a dynamic environment.
- Interpreting and applying relevant policy, legislation and ADF pay and conditions.
- Undertaking research, analysis and reviews to support effective decision-making.

We are a flexible, high-tempo workforce committed to supporting and valuing our people. If you are enthusiastic, results-driven, and have excellent customer service and policy interpretation skills, we want you to be part of our team. This is a chance to be directly involved in work that matters - enabling ADF members to focus on their mission.

About our Team

The Directorate of Relocations and Housing (DRH) is responsible for delivering high-quality housing and relocation services that enable ADF members and their families to focus on their operational duties. We manage these services under a range of national contracts, ensuring Defence policies and obligations are met. DRH is made up of several small, specialised teams that work closely with external service providers to achieve Defence's operational objectives. While each team has a particular area of focus, the dynamic nature of the directorate means you will have the opportunity to work across a variety of areas and gain exposure to different aspects of Defence housing and relocation services.

Our current work streams include:

- Managing and overseeing ADF relocations and removals (contracted to Toll).
- Administering ADF housing through the service agreement with Defence Housing Australia (DHA).
- Driving improvements to relocation and housing processes through customer engagement.
- Coordinating ADF on-base accommodation bookings.
- Delivering the Defence Home Ownership Assistance Scheme.
- Providing Defence stakeholder oversight of Defence Housing Australia.
- Business coordination and administration support across the directorate.

This is a dynamic, high-tempo environment where your work will directly contribute to supporting Defence people and capability.

Our Ideal Candidate

Our ideal candidate will be enthusiastic, adaptable, and committed to delivering outstanding service to ADF members and their families.

To succeed in this role, you will demonstrate:

- A proactive and positive approach, with a genuine commitment to customer service excellence.
- Strong organisational skills with the ability to manage competing priorities and achieve results in a dynamic environment.
- Highly developed communication and interpersonal skills, with the ability to engage confidently with a wide range of stakeholders.
- Proven ability to work effectively both independently and as part of an integrated, multi-disciplinary team.
- Strong analytical skills, with attention to detail and the ability to apply policy and judgement to resolve issues.
- Personal drive, integrity, and resilience, with a focus on continuous improvement and high-quality outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kelly Dobson, 08 9553 5026
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DB438493-D024-77D1-D5E5-E434BA3EDA46

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Defence

Vacancy VN-0762966

Department of Defence

Closing Date: Thursday 02 October 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/07625/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0584CEE3-0805-E984-79E1-E434F3711F04>

Duties

The Role

You will be a part of a team of professionals delivering accurate, timely and high quality analysis and advice to project teams and senior leaders on capability submissions and cost recovery activities across Defence. You will work across a breadth of areas, including financial and costing, program and project management, policy and strategy to analyse risk and advise senior stakeholders.

You will employ a high degree of stakeholder engagement across Defence and external agencies to support our Branch in undertaking analysis of capability costing submissions, providing cost estimation support to projects and reviewing, updating and developing relevant policies and corporate documents. You will develop briefs to inform Defence and Government discussions and assist in decision making, and have opportunities to brief senior executives within the Division in preparation for key committees and meetings.

About our Team

The Capability Costing Branch (CCB) works in partnership with the Defence community to drive better practice and provide strategic advice to key stakeholders in the agency. The Branch connects and supports the professional costing community by developing policy and technical solutions, providing technical costing support, advice and building a sustainable costing workforce in the agency.

The branch also provides cost recovery support to the whole of Defence. This includes technical expertise for cost recovery activities and development of domestic and international agreements and works to improve the consistency and methodology of charging rates across Defence

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Strong written and verbal communication skills, with an ability to influence across a range of stakeholders and to build constructive professional relationships with senior stakeholders both internal and external.
- A background in Accounting, Finance, Economics, Project Management or STEM is highly valued.
- Highly developed critical thinking skills and ability to analyse and interpret complex documentation, identify issues and draw accurate conclusions and develop responses supported by evidence.
- Apply established technical, operational, professional and administrative activities, procedures, practices and relevant methodologies.
- Be able to lead the team, mentoring team members and fostering a collaborative environment.
- Have a proven experience and ability in financial management, program and project management in Defence and/or government settings.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jessica Ahn, 02 6249 0033
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0584CEE3-0805-E984-79E1-E434F3711F04

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Defence

Vacancy VN-0763042

Department of Defence

Closing Date: Thursday 25 September 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Parliamentary and Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/06856/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=48F5FB1B-6C51-E0E1-92E2-E41CF96EEE80>

Duties

The Role

The APS 6 Ministerial and Parliamentary Coordination Officer works across ASCA Branches, and with other Defence groups and services to coordinate and provide support to the timely delivery of quality input on a range of enterprise-level, parliamentary and Ministerial briefs.

The role supports the quality assurance and movement of briefs and submissions, question briefs, responses to Questions on Notice, relying on the expertise and knowledge across ASCA and other key stakeholder areas including VCDF Group and MECC. As a core member of the team you will also, under broad direction, perform governance work within an integrated workforce. You will be expected to ensure you have knowledge of and comply with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Duties include the following:

- Responsible for the development and preparation of ministerial, parliamentary, media, Freedom of Information, reporting and committee documentation. They will be accountable to contribute towards ongoing self-improvement and professional development.
- Manage and coordinate the daily handling of internal business and ministerial and parliamentary workflow.
- Advise and liaise with subject matter experts on the development of timely and quality advice to stakeholders on complex and sensitive issues across Defence.
- Demonstrate a strategic understanding of the impact and implications of ministerial and parliamentary business to the work area and more broadly Defence and whole-of-government.
- Build and sustain relationships with internal and external stakeholders to achieve ministerial and parliamentary outcomes.
- Tailor communication style and language according to the audience's level of knowledge, skills and experience.
- Adjust activities and processes to ensure that work is performed in compliance with legislative, policy and regulatory frameworks.
- Resolve problems using professional knowledge and experience, including identifying and developing ideas, and analysing alternative courses of action and their implications.
- Manage workflows and resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

About our Team

The Strategy and Governance Directorate, Advanced Strategic Capabilities Accelerator (ASCA) is multi-disciplinary team responsible for supporting ASCA's strategic and operational decision-making by providing governance, strategy, policy, planning, risk and assurance advice and support. The team is responsible for: ASCA's: strategy, policy and international engagement management; ASCA's parliamentary and ministerial activities, including preparation and coordination of Question Brief, Senate Estimate Briefs, Ministerial Advice and leads the development and delivery of ASCA's annual update to Government; ASCA's governance function including secretariat support for ASCA's Oversight Committee, and providing ASCA's input into corporate planning and performance and risk reporting.

Our Ideal Candidate

ASCA is seeking candidate/s who thrive in a high tempo and dynamic environment. Within ASCA, staff are encouraged and empowered to take calculated risks and challenge the status quo whilst acting with integrity. To succeed in these role/s, you must be an adaptable and resilient individual, show initiative and be a team player who contributes to a respectful workplace.

You will have a demonstrated understanding of Parliament and its processes, including Senate Estimates, Question Time and Cabinet. The role will require a sound working knowledge of Parliamentary Document Management Systems, and other ministerial and executive guidance tools and processes.

You will be highly motivated with highly developed organisational, communication and strong stakeholder engagement skills. And the ability to positively contribute to a collaborative and inclusive workplace culture.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Loren Merriman, 02 5109 7980
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=48F5FB1B-6C51-E0E1-92E2-E41CF96EEE80

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Department of Defence

Closing Date: Thursday 02 October 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/07717/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=73EEA1B2-02B1-BAE4-3937-E4353353EE47>

Duties

The Role

Land Communications & Specialist Systems, System Program Office (LCSS SPO) is seeking a highly motivated and skilled contracting professional who is able to provide support in delivering business outcomes. Are you looking for your next career move where you can apply your Contract Management skills to lead some of the largest complex programs in Australia?

Do you thrive working in a challenging environment where you can utilise your strong problem solving skills and stakeholder management skills?

Do you value a diverse workforce that supports work life balance and offers flexible working arrangements?

As the APS 6 Contracting Officer for LCSS SPO, you will manage contractual arrangements and provide support services for both Mature Support Contracts and Standing Offer Deeds with multiple suppliers across the products. The APS6 Contracting Officer position is required to interpret policy to manage contracts, apply procedures to execute their intent and ensure appropriate management of contracts in support of SPO outcomes. Your work may contribute to strategic planning, program and project management, policy development and will include a supervisory role.

Working as a Contracting Officer, your key responsibilities will include the following (but not limited to):

- Build and sustain effective relationships with key stakeholders both internal and external enabling productive liaison in relation to contract management.
- Understand and prepare contractual documents and conduct contract management activities.
- Undertake complex procurement planning, tendering and contract formation and contract management activities.
- Translate and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements related to procurement and contract management.
- Seek, interpret and provide advice and assistance on complex procurement and contract management issues.
- Manage and lead a small team, including providing clear and consistent communication, managing performance and delegating responsibility.

The team is based at Victoria Barracks in Melbourne. We are supportive of achieving a balance between work and life. Flexible working arrangements may be negotiated. Telework from home considered however, this role cannot be performed remotely on a full-time basis, as it is office based. Family-friendly working arrangements available. A merit pool may be established from this recruitment round.

Please note: Resumes are not to be any more than two pages in length as specified in the application form.

About our Team

LC4S Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG, delivering and sustaining C4 technology to Army and the Joint Force. The APS6 Contract Manager is based at Victoria Barracks Melbourne, and will be a member of the Land Communications & Specialist Systems, System Program Office team that provides support to Projects & Products. You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work.

Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice). Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

The Joint System Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for highly competent professionals but also looking for collaborators, contributors, communicators and team players to be part of our highly integrated workforce.

We are looking for experienced and motivated individuals who possess strong communication skills, who will be an integral member of an integrated workforce. You will have considerable level of stakeholder engagement, communication and negotiation skills, along with the capacity to build effective and productive teams.

In addition to the streams and task outlined under the role, our ideal candidate will have:

- Sound knowledge of and experience in contract management, preferably in Services contract management, but not essential.
- Strong organisational skills with high attention to detail.
- Excellent communication and interpersonal skills. Effective time management skills.
- Flexibility and adaptability in changing circumstances and evolving requirements.
- Proactive and detail-oriented approach.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Julie Cais, 03 8567 4726
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=73EEA1B2-02B1-BAE4-3937-E4353353EE47

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Environment and Energy

Vacancy VN-0763002

Clean Energy Regulator

Closing Date: Sunday 12 October 2025

Legal Services and Governance Legal Services

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	Executive Level 1
Position Number	CER 087/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Section

The Legal Services section reports to the General Counsel/Chief Risk Advisor and supports the operations of the Clean Energy Regulator through the provision of dedicated in-house legal services, focusing on the interpretation, application and enforcement of Australia's climate change laws.

The section's responsibilities include public and administrative law matters, statutory interpretation, litigation, legal drafting and providing strategic legal advice for developing legislative instruments and operational policy. The section also provides legal advice on identification and management of legal risks, and application of laws and policies relating to the operation of the agency (including the PGPA Act, and FOI Act).

The section supports the agency's programs and initiatives by giving timely, relevant legal advice.

Over the next twelve months, it is anticipated that the key areas of work for the Legal Services Section will be:

- providing legal support and advice in response to requests from staff on legal issues or responsibilities that affect or may affect the performance of agency functions and powers
- drafting and providing strategic legal input and guidance on formulation of legislative instruments and legislative and operational policy
- drafting legal documents, including contracts and delegations
- advising on the agency's compliance with its obligations under the FOI Act
- coordinating the agency's conduct of administrative, civil and criminal litigation, and
- procuring external legal and other services to support the operation of the agency, including new initiatives.

Duties

About the Role

We are seeking a dedicated Senior Legal Officer to join our dynamic team. The successful candidate will provide strategic legal advice, manage complex legal matters, and ensure compliance. The ideal candidate will possess extensive legal expertise, strong analytical skills and the ability to work creatively and collaboratively. We offer a competitive salary, professional development opportunities, and a supportive work environment.

We invite applications from individuals who are committed to delivering high-quality legal counsel, possess strong skills in resolving complex matters, and are enthusiastic about supporting carbon abatement, clean energy advancement, and nature repair initiatives in Australia. Join our legal team and play an integral role in these important efforts.

Role Responsibilities and Duties

Working under supervision of a Deputy General Counsel or a Principal Legal Officer and as part of the Legal Services section, duties will include:

- assisting the General Counsel in the provision of accurate, practical and timely legal advice to the Members of the Regulator, Senior Executive team and officers of the Clean Energy Regulator
- providing clear and practical legal advice, including legislative and/or commercial drafting, on a wide range of Clean Energy Regulator-specific legislation and general Commonwealth legislation
- managing or assisting in managing a small team of lawyers, ensuring effective allocation and clearance of legal advice work
- developing and maintaining strong relationships with internal stakeholders, including the creation and delivery of training packages
- engaging and liaising with external lawyers as appropriate
- contributing to the Legal Services and Governance Branch in achieving the objectives and delivering on the strategic direction of the Clean Energy Regulator.

Qualifications/Experience

Applicants should be admitted as a legal practitioner in the High Court or the Supreme Court of an Australian State or Territory and should hold, or be currently eligible to obtain, a restricted practicing certificate issued by the ACT Law Society.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

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

Notes

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

About the Clean Energy Regulator

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

To Apply

Position Contact	Rizwan Akhund, 02 6159 3481
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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

Finance

Vacancy VN-0763036

Parliamentary Workplace Support Service (PWSS)

Closing Date: Thursday 02 October 2025

Chief Operating Officer Corporate

Job Title	Assistant Director, Procurement and Contracts
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$126,885 - \$163,694
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	141806
Agency Website	

Job Description

<https://www.pwss.gov.au/pwss-careers-0>

About the branch

The Chief Operating Officer (COO) Branch is responsible for the Corporate functions of the agency including financial management, legal, human resources (HR), ICT, security and property. The Branch is also responsible for the ongoing management of the Shared Services arrangements to support the important work of the PWSS.

About the team

Our Corporate team is at the heart of ensuring the PWSS runs smoothly and efficiently. As a small team we thrive on collaboration and adaptability, managing a broad range of responsibilities that are essential to the agency's success. The team offers an exciting, fast-paced environment where

every member has the chance to take ownership of projects and drive positive change. The Corporate team plays a pivotal role in shaping the agency's future.

About the role

The Assistant Director, Procurement and Contracts will play a strategic leadership role in embedding robust, compliant, and fit for purpose procurement and contract management practices across the PWSS. This role is central to enhancing the team's operational maturity, and ensuring procurement activities are well-governed, transparent, and aligned with organisational priorities. Working closely with colleagues across the PWSS, including the Chief Financial Officer, the role will support procurement across the PWSS while championing continuous improvement, fostering capability uplift, and supporting the development of practical tools and guidance that enable staff to confidently manage procurement and contract processes. The successful candidate will bring a deep expertise in relevant legislative frameworks and a collaborative mindset, helping to build sustainable systems and practices in a dynamic, resource-conscious environment.

Duties

- Leading the delivery of procurement activities including planning, documenting, implementing, monitoring and reporting in line with the Public Governance, Performance and Accountability Act 2013 (PGPA Act), the Commonwealth Procurement Rules and related rules and guidance.
- Providing quality, consistent and timely best practice procurement and contracting advice to PWSS staff enabling informed decision-making and value-for-money outcomes, and preparation of contract and approval documentation and contract management, including how to guides, intranet content, forms, and templates.
- Designing and maintaining procurement and contract registers tailored to the needs of PWSS, and resetting procurement records management processes to ensure accuracy, accessibility, and compliance.
- Leading procurement activities as required, including drafting contracts and s23 approval documentation, seeking legal advice as required.
- Ongoing monitoring and management of high value contract outputs to ensure contract requirements and standards are achieved by providers.
- Ongoing monitoring of expiry dates and subsequent actions required, including extensions, management of contract ends and/or replacement of existing contracts.
- Supporting day-to-day management of all PWSS Procurements.
- Engaging with a variety of internal and external stakeholders to respond to complex enquiries and third party arrangements.
- Developing compliance and Executive reporting and quality assurance activities that strengthen oversight and support continuous improvement.
- Preparing mandatory reporting for executive clearance and formal publication.
- Maintaining accurate records, including generating reports to track performance and identify areas of improvement.

Eligibility

- This role is being advertised as both an ongoing and non-ongoing vacancy. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate’s ability to discharge their responsibilities as an APS employee.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.
- Experience with Commonwealth Procurement Rules and arrangements is highly desirable.
- Experience in small to medium federal government entity procurement roles is highly desirable.

Notes

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

About the Parliamentary Workplace Support Service (PWSS)

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

To Apply

Position Contact	Donna McKay, (02) 6277 9840
Agency Recruitment Site	https://www.pwss.gov.au/pwss-careers-0

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Austrade

Closing Date: Sunday 05 October 2025

Corporate Services
Digital and Technology Services Digital Architecture and Platforms

Job Title	Delivery Management Capability Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$137,054 - \$159,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	5915_08/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is looking for an experienced Delivery Management Capability Lead to be part of the Digital Platforms and Products (DPP) Branch.

The role of Delivery Management Capability Lead will be responsible for overseeing and managing delivery of projects and teams across various areas using agile practices and project methodologies, managing and coordination of stakeholder and executive engagement, lead project activities to ensure successful project delivery and outcomes.

This will involve working closely with technical delivery teams, Project Sponsor and relevant business stakeholders. Continuous evaluation and improvements on operations across projects and teams and, on occasions working with third parties including solution providers.

We are looking for a strong team player that thrives on achieving outcomes and working as part of a multidisciplinary team (MDT).

You will have extensive experience working in agile and ideally experience within the Australian Government and the digital service standard.

Duties

DUTIES INCLUDE:

- Oversee/manage implementing projects and/or programs in accordance with Austrade's project management principles and methodology
- Assisting Head of DPP in Branch wide resourcing, budgeting, strategic alignment and coordination of change releases across teams (e.g. Horizon Planning, Program Management).
- Provides strategic leadership and technical, operational, financial and managerial leadership for successful implementation of projects
- Champion the agile mindset and ways of working to drive a culture of flexibility, collaboration, and continuous improvement.
- Develop and maintain strong and productive working relationships with internal and external stakeholders.
- Regularly updates stakeholders and executives with reports on the progress and performance of projects

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.
- Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia,

boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	Lisa Carter, +61 (2) 939 22374
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763058

Austrade

Closing Date:Thursday 02 October 2025

Policy and Programs
Visitor Economy and Client Programs Visitor Economy Sustainability,
International Markets, Tourism Research Australia

Job Title	Director National Surveys & Data Science
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$137,054 - \$159,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	5937_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The manager of the National Surveys and Data Science team in Tourism Research Australia (TRA - a branch within Austrade) is responsible for overseeing the preparation and publication of official domestic and international tourism statistics for Australia. This includes managing the International Visitor Survey (IVS) and the new Domestic Tourism Statistics (DoTS) which has replaced the National Visitor Survey (NVS) from 2025, as well as supplementary surveys where required.

Synthesis, interpretation and data dissemination activities are undertaken by the team, including preparation of web-based products to support distribution of the data. Technical support for industry, government and funding partners with evaluating and interpreting the data is also a key element of the work. This includes overseeing governance and guidance on how the data should be appropriately used.

Data for both domestic and international tourism statistics is collected through contracts with external providers and the person in this role is responsible for day-to-day management of these significant contracts. With the data collection co-funded by States and Territories, the role also includes oversight of the Service Level Agreement with funding partners and has a key role in managing TRA's relationships with these stakeholders.

The role works closely with the Manager of Data Innovation and Partnerships to explore new data sources and test their feasibility for future inclusion in official tourism statistics.

Duties

- Manage the two key survey contracts with an external data provider and other associated contracts required to deliver official statistics
- Ensure external contractors are meeting the required quality and timeliness standards as agreed, including through ensuring ongoing quality of field collection and survey questionnaires
- Maintaining the high quality of official data published by TRA.
- Manage TRA's core data products, via the team building databases and materials for web based services.
- Provide technical support to funding partners, TRA colleagues and other data users
- Assist with the writing of ministerial briefs and press releases, including through provision of relevant data.
- Manage TRA training materials and training programs for TRA online and CD-MOTA
- Monitor and manage the job performance and personal development of staff in the National Surveys team.
- Manage relationships with key stakeholders and State/Territory funding partners through negotiation and oversight of a Service Level Agreement.
- Represent the department on committees and at meetings and conferences, including the Tourism Research Committee
- Publicly presenting and discussing TRA data

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 1 security clearance.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

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To Apply

Position Contact	Rod Battye, +61 (2) 6272 6879
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763087

Austrade

Closing Date: Sunday 05 October 2025

Policy and Programs
Government and Policy International Issues and Sector Support

Job Title	Manager – South Asia, Southeast Asia, and Pacific Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$137,054 - \$159,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	5963
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking to hire a Manager of the South Asia, Southeast Asia and Pacific Section of the International Relationships Branch of the Government and Policy Division, as well as establish a merit list for future vacancies across Austrade’s Government and Policy Division.

We are looking for engaged, innovative and enthusiastic team players, keen to work in a diverse, cross-cultural workplace and build partnerships with colleagues across Austrade, governments and with industry in a fast-paced environment to produce tangible and practical outcomes.

You will work in agile and flexible structures, in strategic partnership with Austrade's business-facing teams across key markets and sectors, so that public policy and services are shaped by commercial knowledge and real-world insights. You will inform key government trade and investment policy development and agencies' development of related policies and strategies; and support continued Austrade alignment with government policy priorities relevant to Austrade's mandate.

Duties

Working with Austrade's global network as the interface between other government departments/agencies and Austrade's business-facing teams onshore and offshore, you will:

- Lead and nurture a high-performing team and contribute to innovative, creative policy development, implementation and/or evaluation and review of trade and investment-related policies and programs.
- Use knowledge of government policy agendas and decision-making processes to influence and support the Government's trade and investment priorities across government.
- Deliver briefing, analysis and policy advice to the Minister and Austrade Senior Executive to inform and influence government deliberations and outcomes on trade and investment issues.
- Use your high-level knowledge of government policy agendas and decision-making processes and context to influence and support the Government's trade and investment priorities across government.
- Deliver high-quality data-driven briefing, analysis and policy advice to the Minister and Austrade Senior Executive to inform and influence government deliberations and outcomes on trade and investment issues.
- Deliver Austrade activities including ministerial visits and events in alignment with the Government's priorities.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a **Negative Vetting Level 2** security clearance.

Notes

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

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To Apply

Position Contact	Laura Timmins, +61 (2) 6201 7454
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0762850

Australian Centre for International Agricultural Research (ACIAR)

Closing Date: Sunday 05 October 2025

Research

Job Title	Director Capacity Development
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$152,968 - \$166,222
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	Executive Level 2
Position Number	0038
Agency Website	https://www.aciar.gov.au

Job Description

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

The Director Capacity Development will oversee and direct the implementation of the existing program of work (see below). The position will lead on strengthening the links between the formal Capacity Development program and the capacity development approaches embedded into ACIAR research for development projects and partnership initiatives by providing expert advice on approaches and leveraging existing work.

Working closely with ACIAR's Country Office Network, the Director will provide expertise on the design and implementation of capacity development investments with partner institutions in country that complement existing programs and projects and respond to in-country demands in alignment with Australia's International Development Policy.

The Director will be responsible for leading a team of three 2 APS6 and one contractor, (with the potential to expand to a fourth), and work closely with other teams to facilitate collaboration and collegiality across the Research, Partnerships and Corporate branches.

The Capacity Development program delivers the following activities:

1. Alumni engagement – facilitating continued networking and learning opportunities, drawing on the expertise in the alumni to inform research for development projects.
2. ACIAR Learn – An online learning platform that aims to strengthen the professional development and collaborative connects agricultural researchers.
3. John Allwright Fellowship (JAF) - Formal postgraduate training either through a master's degree by research or PhD at an Australian university under the Australia Awards program. JAF scholars are selected from ACIAR projects with applications opening annually. The JAF also includes a support facility for scholarship enrichments and additional pastoral care.
4. John Dillon Fellowship (JDF) – A leadership and management program to support the individual and organisational capability of partner institutions to increase effectiveness of managing research projects.
5. Meryl Williams Fellowship (MWF) – Targeted to women leaders in agricultural science, this fellowship is designed to increase the leadership skills, confidence, knowledge and capabilities of participants and progress their leadership aspirations.
6. Pacific Agricultural Scholarships and Support (PASS) - Providing postgraduate scholarships, academic support and career development opportunities to researchers from Pacific Island countries. The program also includes an organisational development component for participating institutions.
7. A program of continuous monitoring, evaluation, and learning to inform future programming and approaches.

Duties

Under the general direction of the Research Director, the Director Capacity Development is responsible for:

1. Drive strategic integration with the bilateral and multilateral research programs, as well as partnership initiatives, outreach and impact evaluation programs.
2. Oversee and direct the formal Capacity Development program ensuring continuous improvement informed by data and reflective practices.
3. Provide sound financial and contractor management and oversight of a program budget of around \$11 million annually.
4. Embed a revised monitoring, evaluation and learning framework for the program working closely with the Impact and Learning team.
5. Represent the Capacity Development team/program in domestic and international fora, representing the program and ACIAR in collaborative activities with stakeholders in Australia and overseas, including DFAT and international alumni.
6. Manage the Capacity Development team, ensuring staff have opportunities to develop through on-the-job learning, and formal training.
7. Contribute to the strategic leadership of the Research branch and ACIAR as a whole, supporting the Research Director as required.
8. Contribute to agency wide reporting and Executive items on behalf of the program.
9. Undertake international travel to ACIAR partner countries to engage with ACIAR Alumni, partners, managing contractor and participate in the delivery of capacity development activities overseas.
10. Perform other ad-hoc activities as required or requested.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 security clearance.

Notes

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About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	Kate Turner-Mann, 040 376 9060
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Health

Vacancy VN-0763060

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

Closing Date:Wednesday 01 October 2025

ACSQHC
ASCQHC National Standards

Job Title	APS6 Project Officer, National Standards
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$98,327 - \$110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	APS Level 6
Position Number	20021568
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/about-us/working-us>

The National Standards Program is responsible for the development and maintenance of the National Safety and Quality Health Service (NSQHS) Standards. This includes currently updating the NSQHS Standards for the third edition, providing secretariat support for related committees and undertaking national stakeholder consultations.

This program also leads the development, administration and maintenance of the Australian Health Service Safety and Quality Accreditation (AHSSQA) Scheme, providing secretariat support for the Accrediting Agencies Working Group and Regulators Working Group.

The Project Officer will work with the Program Director, Program Manager and Senior Project Officers of the program to support the development of the third edition of the NSQHS Standards and support the administration and maintenance of the AHSSQA Scheme. This work will involve project management, organising and assisting with public consultation processes, providing secretariat support to program committees, writing reports, briefings and other documents, analysing information and provision of advice on procedure and policy across the program areas.

Duties

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

1. Undertake project management activities for the National Safety and Quality Health Service Standards and the Australian Health Service Safety and Quality Accreditation Scheme, including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Collate, edit and draft meeting papers, correspondence, discussion papers, consultation materials, reports, briefing notes and other written materials associated with the program.
3. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
4. Collaborate with other team members and other program teams within the Commission to support the work of the team.
5. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
6. Support the development and administration for the National Safety and Quality Health Service Standards third edition, including assisting with national stakeholder consultations.
7. Support the work of the National Standards Team, which may include assistance with the Safety and Quality Advice Centre, and the broader Commission, as required.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions, such as assistance with reception duties.

Eligibility

The successful candidate will have:

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

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Saskia Cheyne (02) 9126 3830.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Wednesday 1 October 2025.**

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

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

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

To Apply

Position Contact	Saskia Cheyne, (02) 9126 3830
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0763059

National Health and Medical Research Council

Closing Date:Wednesday 01 October 2025

Technology and Data Grant Systems

Job Title	Senior Power Platform Developer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Hobart TAS, Brisbane QLD, Darwin NT, Adelaide SA, Perth WA
Salary	\$117,662 - \$133,859
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The location for this role is flexible, it can be in our Canberra or Melbourne offices or any location within Australia.
Classification	Executive Level 1
Position Number	21-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

Are you an innovative professional with deep expertise in the Microsoft Power Platform? Are you passionate about designing and delivering impactful solutions using Power Apps, Power Automate, Power Pages, and Power BI to drive digital transformation? If so, we have an exciting opportunity for you! Join NHMRC and collaborate with stakeholders, lead technical development and help deliver solutions that support Australia's health and medical research sector.

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of Senior Power Platform Developer. Our ideal candidate will have a strong background in developing solutions using the Microsoft Power Platform suite, including Power Apps, Power Automate, Power Pages and Power BI.

Duties

As the Senior Power Platform Developer, to support the delivery of NHMRCs refreshed granting platform, Sapphire, you will:

- Develop and customise applications using Microsoft Power Apps, Power Portals and Canvas apps.
- Extend applications with plugins, workflows, and JavaScript.

- Automate workflows and processes using Power Automate.
- Create and manage web pages using Power Pages.
- Design and implement data visualizations and reports using Power BI.
- Collaborate with stakeholders to translate requirements into technical solutions.
- Integrate Power Platform solutions with other systems and applications.
- Provide technical support and troubleshooting for Power Platform solutions.

The successful candidate will demonstrate the following:

- Extensive experience with Microsoft Power Platform tools (Power Apps, Power Automate, Power BI, Power Pages).
- Solid understanding of Microsoft Dataverse for data management and integration.
- Familiar with best practice regarding governance, security and efficiency.
- Strong technical documentation skills.
- Strong understanding of application development and customization.
- Proficiency in creating automated workflows and processes.
- Ability to design and implement data visualizations and reports.
- Experience with Azure services and integration.
- Excellent problem-solving and analytical skills.
- Strong communication and collaboration skills.
- Proficiency with front-end development technologies (HTML, CSS, JavaScript).

For more information about the role refer to the Job Description.

Eligibility

The successful candidate:

- Must be an Australian citizen and be able to provide evidence of this.
- Will be required to obtain and maintain a Baseline security clearance.
- Will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

The location for this role is flexible, it can be in our Canberra or Melbourne offices or any location within Australia.

This role is initially available until 30 June 2027 with the possibility of an extension.

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQ+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Gerry Doherty, 02 6217 9504
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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**Australian Transaction Reports and Analysis Centre
(AUSTRAC)**

Closing Date: Sunday 28 September 2025

Intelligence
Law Enforcement & Industry

Job Title	Manager, Intelligence - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

As an EL1 Manager, Intelligence, you will join a dynamic team utilising AUSTRAC data to produce financial intelligence insights. Working closely with key partners, you will shape actionable intelligence measures, build strong operational relationships across the law enforcement and national intelligence communities, and engage in intelligence diplomacy with foreign counterparts. This role will offer you opportunities to drive change, mentor intelligence analysts and contribute to financial intelligence innovation at a time of major growth for AUSTRAC as Australia's financial intelligence agency and AML/CTF regulator.

EL1 Manager, Intelligence

This is your opportunity to step into a leadership role and play a vital role in collaborating with government and law enforcement partners to combat crime across a diverse range of serious and organised crime types. You'll represent AUSTRAC in various forums, coach others in financial

intelligence methodologies and lead the creation of impactful intelligence products. If you're ready to take the next step in contributing to AUSTRAC's intelligence capabilities, we encourage you to apply now!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page](#).

Duties

- Lead, manage, coach and mentor relevant intelligence staff.
- Provide advice and review influential intelligence products for a broad audience.
- Maintain strong relations with staff partner agencies, government, industry and other stakeholders at all levels.
- Shape and advise AUSTRAC's intelligence priorities and strategic direction.
- Lead the development of new and innovative business intelligence, analytical, reporting and risk-based solutions.
- Represent and promote AUSTRAC's input and effective use of financial intelligence.
- Develop and maintain internal and external stakeholder relationships at all levels.

Eligibility

Who are we looking for

We are seeking motivated individuals with strong analytical, leadership, and management skills to join the team.

Required

- Strong knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence
- Strong experience and knowledge in leading the delivery of timely, high-quality and influential intelligence products
- Excellent written and oral communication skills to communicate to a broad range of audiences

Desirable

- Strong inter-personal and teamwork skills, and proven ability to be self-motivated.
- A commitment to continual learning and skills development.
- A pragmatic approach to decision-making, especially in the presence of ambiguous project requirements

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 (NV1) security clearance.

Notes

Why AUSTRAC?

Flexible, hybrid work environment: We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

Generous Leave Entitlements including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes
- build and maintain trust and integrity in Australia's financial system.

Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Markus Erikson, Contact email address listed.
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0762924

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 28 September 2025

Intelligence
Law Enforcement & Industry

Job Title	Manager, Intelligence - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

As an EL1 Manager, Intelligence, you will join a dynamic team utilising AUSTRAC data to produce financial intelligence insights. Working closely with key partners, you will shape actionable intelligence measures, build strong operational relationships across the law enforcement and national intelligence communities, and engage in intelligence diplomacy with foreign counterparts. This role will offer you opportunities to drive change, mentor intelligence analysts and contribute to financial intelligence innovation at a time of major growth for AUSTRAC as Australia's financial intelligence agency and AML/CTF regulator.

EL1 Manager, Intelligence

This is your opportunity to step into a leadership role and play a vital role in collaborating with government and law enforcement partners to combat crime across a diverse range of serious and organised crime types. You'll represent AUSTRAC in various forums, coach others in financial intelligence methodologies and lead the creation of impactful intelligence products. If you're ready to take the next step in contributing to AUSTRAC's intelligence capabilities, we encourage you to apply now!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page](#).

Duties

- Lead, manage, coach and mentor relevant intelligence staff.
- Provide advice and review influential intelligence products for a broad audience.
- Maintain strong relations with staff partner agencies, government, industry and other stakeholders at all levels.
- Shape and advise AUSTRAC's intelligence priorities and strategic direction.
- Lead the development of new and innovative business intelligence, analytical, reporting and risk-based solutions.
- Represent and promote AUSTRAC's input and effective use of financial intelligence.
- Develop and maintain internal and external stakeholder relationships at all levels.

Eligibility

Who are we looking for

We are seeking motivated individuals with strong analytical, leadership, and management skills to join the team.

Required

- Strong knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence
- Strong experience and knowledge in leading the delivery of timely, high-quality and influential intelligence products
- Excellent written and oral communication skills to communicate to a broad range of audiences

Desirable

- Strong inter-personal and teamwork skills, and proven ability to be self-motivated.
- A commitment to continual learning and skills development.
- A pragmatic approach to decision-making, especially in the presence of ambiguous project requirements

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.

- Will need to obtain and maintain an ongoing Negative Vetting 1 (NV1) security clearance.

Notes

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Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes
- build and maintain trust and integrity in Australia's financial system.

Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Markus Erikson, Contact email address listed.
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0763028

Department of Infrastructure, Transport, Regional
Development, Communications, Sport and the Arts

Closing Date: Sunday 19 October 2025

Various

Job Title	APS4 Executive Assistant-Variou Roles
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$77,294 - \$83,994
Future Merit Locations	Various locations - ACT
Office Arrangement	Hybrid
Office Arrangement Details	There is the ability to discuss flexible home-based work arrangements where suitable
Classification	APS Level 4
Position Number	47154
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

Work with us

The department is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, communications and arts policies and programs. The department's work touches every Australian community and underpins our economy and society.

Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services, and research for the benefit of all Australians.

The opportunity we have available

We are currently seeking to fill a range of Executive Assistant positions at the APS4 classification across the department. As an Executive Assistant you will manage the office of two Assistant Secretaries and work across branches or divisions to provide high level executive and administrative support.

This includes management of appointments, coordination of meetings and responding to incoming communications. You will be supporting your relevant Assistant Secretaries, along with providing a vital role in ensuring the smooth operation of your branch or division.

A merit pool will be established to fill vacancies for similar roles across the department over an 18-month period.

The duties of the APS4 Executive Assistant role generally include, but are not limited to:

- Providing support to the Assistant Secretaries through diary management, monitoring calls and emails, registering ingoing and outgoing correspondence, credit card reconciliation and travel management.
- Anticipate the requirements for, and initiate the timely preparation of briefing material prior to meetings attended by the Assistant Secretaries.
- Undertake research and preparation of correspondence as required and requested.
- Monitor branch and other Executive Assistant telephones and provide backup as required.
- Coordinate and work with relevant staff to provide responses to corporate documents (including annual reports).
- Work with Branch staff to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- Provide support to other areas of the Branch as requested.

Don't miss this exciting opportunity to be part of a network of Executive Assistants that collaborate and innovate across our department.

Duties

Who are we looking for?

To be successful in this role, you will need to demonstrate your ability to:

Achieve results by showing initiative and the ability to be proactive in a fast-paced environment.

Communicate effectively both written and verbal, delivering information in a variety of formats.

Collaborate across teams, using your excellent interpersonal and engagement skills to engage with senior leaders and a broad range of stakeholders and not be afraid to speak up.

Think strategically to scan current and emerging priorities, identify criticality of tasks and manage the outcomes as appropriate.

Exercise discretion in a position of trust.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at Baseline. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Communicate effectively
- Speaking with influence
- Strong organisational skills

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission](#).

Notes

How to apply

Applications for this opportunity close at **11.59pm AEDT, Sunday, 19 October 2025**.

In applying for this position, you will need to provide:

A CV of no more than three pages in length including the details of two professional referees: and answer the below question in a maximum of 400 words.

- *Tell us why you have applied for the APS4 Executive Assistant round in the department and how your current role and experience makes you ready and well suited for the role?*

Your application should be received through the department's online recruitment system. Applications via Indeed will not be accepted.

If you experience any issues with the system please contact via email at SESUnit@infrastructure.gov.au to discuss an alternative way to submit your application.

Please advise the contact officer if you require reasonable adjustments throughout the recruitment process. The department is committed to the accessibility of our systems. If you identify as someone with disability and you require accessibility assistance or more information, please email DiversityandInclusion@infrastructure.gov.au

Work with us. Apply now!

About the Department of Infrastructure, Transport, Regional Development,
Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women’s progression into senior leadership.

To Apply

Position Contact	Luisa Solar, 6136 7949
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Prime Minister and Cabinet

Vacancy VN-0763027

Aboriginal Hostels Limited

Closing Date:Wednesday 24 September 2025

NSW Operations
Tamworth Hostel

Job Title	Hostel Manager
Job Type	Full-Time, Ongoing
Location	Tamworth NSW
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	5241
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our Tamworth Hostel, Tamworth, NSW. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Information for candidates: This is an affirmative measures process. An affirmative measure allows a particular job in the Australian Public Service to be open only to Aboriginal and/or Torres Strait Islander persons. The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. It is open to First Nations candidates only.

What We Offer:

- **Competitive Pay & Benefits:** You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

- **Job Security & Career Growth:** Enjoy employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. This role require one weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Regular salary packaging** options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Key responsibilities:

As a Hostel Manager, you'll take on a broader leadership role, overseeing all aspects of hostel operations while building strong relationships with local stakeholders to support First Nations residents during their stay. In addition to ensuring high standards in service delivery, safety, and cleanliness, you'll be responsible for team leadership, performance development, and continuous improvement. Your role will be to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming.

You will ensure compliance with AHL policies and operational guidelines, regularly report to the Operations Management Team, and liaise with AHL's National Office as required. This role requires a proactive manager with strong organisational and people skills, a commitment to excellence, and a passion for delivering services that make a positive impact.

The Hostel Managers tasks include:

- Supporting hostel teams in achieving AHL's goals by providing clear direction and guidance on work expectations and deliverables.
- Regularly conducting quality assurance checks of the hostel to ensure the hostel is meeting operational requirements addressing non-compliance and manage continual improvement in hostel operations.
- Regularly reporting to the Operations Management Team and National Office.
- Supporting AHL's vision to improve the quality of life and economic opportunities for First Nations People by providing safe, culturally appropriate and affordable accommodation.
- Liaising with internal and external stakeholders to support resident access to services and resources, and to ensure guest needs are attended to in an efficient and professional manner.

- Creating a culture of excellent customer service at the hostel ensuring guests feel welcome, culturally safe and comfortable at all times.
- Managing Hostel Operations in accordance with AHL's Operations Handbook, maintaining discretion and privacy of resident and staff information.
- Providing staff management, support and leadership including staff recruitment, induction, performance management, and providing development and training where needed.
- Resolving resident issues promptly to create a positive, culturally appropriate experience and quality stay for residents, showing respect for the diversity of residents' personal situations.

Our ideal candidate:

The ideal candidate is an experienced and driven leader with operational, people management skills and with a strong focus on customer service. You thrive in dynamic environments, are adept at building and leading effective teams, and are committed to delivering high-quality, person-centred services.

You are confident engaging with local stakeholders and ensuring residents are well supported throughout their stay. You bring a high level of professionalism, attention to detail, and an ongoing focus on improving service delivery in line with AHL's standards and strategic objectives.

Under the direction of the Operations Management Team, you will manage the day-to-day operations of the hostel in accordance with AHL policy, procedure, the Australian Public Service (APS) Code of Conduct and relevant APS legislation.

Eligibility

Candidates must have Australian citizenship and have ability to get and maintain police check and a NSW Working with Children Check.

Recruitment Initiatives

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria mentioned previously. Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- a confirmation of Aboriginal and/or Torres Strait Islander status document executed by an Indigenous organisation.

If you are having trouble getting a confirmation, there are a number of resources to assist you:

- Australian Institute of Aboriginal and Torres Strait Islander Studies
- Link-Up
- Office of the Registrar of Indigenous Corporations
- National Aboriginal Community Controlled Health Organisation

Notes

How to apply

Complete the Application Form available from our website [Work with us | Aboriginal Hostels Limited](#)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on Wednesday 24 September 2025

Please include your name and the job reference (VN-0763027) in the subject of your email

Contact person: Beth Perin – 0477 783 130

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Beth Perin, 0477 783 130
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS37 Daily Gazette Thursday - 18 September 2025.pdf Published by Australian Public Service Commission.

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0763091

Aboriginal Hostels Limited

Closing Date: Sunday 05 October 2025

Top End

Job Title	Cooks, Housekeepers, and Night Attendants
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Katherine NT, Darwin NT, Nhulunbuy NT, Tennant Creek NT
Salary	\$59,520 - \$64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site work is required
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Hostel Workers to join our team as Night Attendants, Cooks and Housekeepers, and help create a safe, clean, and welcoming environment at our Top End hostels located in Katherine, Darwin, Nhulunbuy and Tennant Creek.

Generous shift penalties also apply for work after hours, weekends and public holidays. You will also receive 15.4% superannuation.

AHL encourage diversity, welcoming all candidates and value the unique skills and perspectives each person brings. We provide flexible working arrangements to support people returning to the workforce, parents with care arrangements, and also offer weekend and nights shifts for those requiring irregular shift arrangements.

We offer rewarding experiences and rewarding employment conditions, with the opportunity to further your career within the Australian Public Service (APS).

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for stable employment in a supportive team where your efforts truly matter, we'd love to hear from you.

Duties

Multiple roles are available, including:

Cooks & Kitchenhands

- Prepare and serving meals for residents.
- Prepare and cleaning dining areas for residents.
- Documenting a daily Food Safety Plan in accordance with the Food Safety Act.
- Manage stock – including receiving, rotating, and monitoring food and kitchen supplies.
- Maintain a clean, safe and hygienic kitchen environment.

Night Attendants

- Provide property security, monitor and protect premises, and ensure the safety of residents.
- Complete general administrative tasks and record daily security activities.
- Attend to housekeeping duties, including upkeep of common rooms and grounds.
- Monitor and authorise entry and exit of residents, staff, and visitors.
- Respond to emergencies when required.

Housekeepers

- Perform daily cleaning tasks to maintain high cleanliness standards throughout the hostel.
- Maintain adequate cleaning supplies and linen, ensuring appropriate storage.
- Regularly inspect rooms for repairs and maintenance needs and report issues to the Hostel Manager or Assistant Manager.
- Support the team with general housekeeping and ad hoc cleaning tasks as required.

The Ideal Candidate

You will have an understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate respectfully and effectively.

While experience in a similar industry is desirable, what matters most is your ability to work effectively and positively as part of a team.

Night Attendants: You must be available to work night shifts and be capable of managing emergency situations when they arise. Night Attendants receive generous shift penalties for their after hours work.

Housekeepers: Your shifts will be Monday to Friday - perfect for someone seeking stable weekday work with weekends free.

Cooks: Structured meal plan roster with no split shifts.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain a Working with Children Check.

Notes

Your Benefits

Competitive Pay & Benefits: \$59,520 – \$64,877 per annum plus 15.4% superannuation and generous leave entitlements.

Career Growth: Opportunities for career progression within the organisation.

Supportive Team Environment: Be part of a friendly and inclusive team where your contribution is truly valued.

Employee Assistance Program: Access to confidential, professional counselling services for employees, their partners, and dependents.

Generous shift penalties: Generous shift penalties apply for eligible work. Some hostels may also qualify for remote location assistance.

AHL is a workplace where you can grow and has the opportunity for career progression or a stable role at the level you prefer.

How to Apply

Complete the Application Form available from our website [Work with us | Aboriginal Hostels Limited](#)

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on 5 October 2025.

Please include your name and the job reference (VN-0763091) in the subject line of your email.

For any questions about the role, please contact Denise O'Neill on 08 7904 0278 or at jobs@ahl.gov.au.

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

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

About the Aboriginal Hostels Limited

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meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Denise O'Neill, 08 7904 0278
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0762911

National Indigenous Australians Agency

Closing Date:Wednesday 01 October 2025

West and South
Kimberley Region East Kimberley

Job Title	Engagement Director – East Kimberley Region
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Kununurra WA
Salary	\$147,052 - \$175,016
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 2
Position Number	NIAA/2025/139
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=82C57514-6835-BCC1-A8C5-E4340751AF29>

We are looking for an experienced and motivated professional to fulfil the requirements of a leadership role, heading up an engagement team based in Kununurra, in the Eastern Kimberley Region, WA. You will be leading a diverse team and engaging with First Nations communities and service providers to deliver outcomes in line with community aspirations on behalf of the Australian Government.

We offer challenging, interesting and stimulating work, engaging across all levels of government and working directly with the community. The successful candidates will be responsible for implementing and delivering a range of government initiatives and commitments that support and improve the wellbeing of First Nations Peoples.

As an Engagement Director you will be responsible for:

- working across large regions within the Kimberley
- working with the Assistant Engagement Director to set priorities for Engagement Officers to achieve objectives

- build, maintain and leverage relationships across governments and service providers to work locally with First Nations peoples to maximise economic and social development in the region
- driving the implementation of the Empowered Communities model in the Kimberley Region through close engagement with internal colleagues and the relevant Empowered Communities backbone organisation
- developing effective strategic partnerships with a broad range of stakeholders including First Nations peoples, community partners, business and organisations
- managing stakeholder expectations of the NIAA work program, priorities and program change, considering local and cultural sensitivities and stakeholder business imperatives
- leading and supporting employee performance and contribution to regional results
- providing strategic advice and specialist expertise across a broad range of activities including community engagement, customer service delivery, policy development and culture.

Duties

Our ideal candidates are self-starters, with objective judgement and demonstrate strong organisation abilities, with a results-oriented mindset.

To succeed in these roles, successful candidates will demonstrate the following skills and capabilities:

- an ability to build a collective sense of purpose and direction to support NIAA's vision; engage in other parts of the broader business to assist in the overall delivery of the branch goals; stay attuned to the broader strategic environment across government
- the ability to evaluate ongoing branch and project performance, develop capability in teams to consistently deliver quality outcomes; mitigate risk by building strong processes and service offers to support delivery; lead change by offering a clear direction, unambiguous messaging and a visible presence
- the ability to treat NIAA staff and stakeholders with respect and courtesy; facilitate cooperation and partnerships to deliver corporate outcomes; nurture relationships by building organisational and inter-agency networks; identify and facilitate learning opportunities for self and others; exemplify management of underperformance
- the ability to act professionally at all times and operate within the boundaries of organisational processes and legal and public policy constraints; work within and promotes NIAA's values; demonstrate personal risk by challenging important issues constructively; stand by own position and supports others when required; persist and focus on achieving objectives in challenging and highly complex situations; be an effective organisational representative in all forums and interactions with senior stakeholders
- be able to communicate tailored information and messages confidently, with demonstrated cultural competence; understand the audience, anticipating reactions and be prepared to respond; approach sensitive and complex negotiations with deliberate consideration; seek support of key stakeholders in advance; be well prepared to negotiate persuasively to deliver a final outcome that is mutually beneficial.

Tertiary qualification in a relevant field or relevant work experience is desirable.

A current Australian driver's license is a requirement.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to

ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Bec Smith, 0447 164 438
Agency Recruitment Site	https://niaa.nga.net.au/?jati=82C57514-6835-BCC1-A8C5-E4340751AF29

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Social Services

Vacancy VN-0762835

National Disability Insurance Agency

Closing Date:Thursday 02 October 2025

QLD Division
QLD Service Delivery Branch

Job Title	APS4/APS5 Planner (General & Affirmative Measures - Disability & First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Chermshire QLD, Beenleigh QLD, Bundaberg QLD, Caboolture QLD, Hervey Bay QLD, Inala QLD, Ipswich QLD, Mackay QLD, Maroochydore QLD, Mount Gravatt QLD, Robina QLD, Rockhampton QLD, Toowoomba QLD, Townsville QLD, Woodridge QLD
Salary	\$76,737 - \$93,253
Future Merit Locations	Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered. Remote working arrangements will not be available.
Classification	APS Level 4;APS Level 5
Position Number	2548_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

QLD Service Delivery Branch is responsible for engaging with participants and managing participant plans and supports. Planning teams provide direct service delivery for NDIS participants; engaging with participants and managing participant plans and supports to ensure nationally consistent participant experiences aligned to the Participant Service Guarantee.

This application is for both APS4 and APS5 level Planners.

APS4 Planner

The APS4 Planner role is a team membership position that will work within defined parameters relating to the team's area of responsibility. The role requires the application of well-established policy, principles, practices and procedures to achieve outcomes that support and contribute to NDIA's objectives to 'build a world-leading National Disability Insurance Scheme'.

You will provide operational and administrative support that is informed and directed by sound knowledge in service delivery areas and undertake some research and analysis activities.

As an APS4 Planner you will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex enquiries.

APS5 Planner

The APS5 Planner will be required to undertake planning activities and tasks using available information where options are not always evident. The position will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

It is a team membership position and where required, you will perform work that involves team leadership responsibilities requiring the setting of priorities and allocating work to other lower-level team members within a team.

As an APS5 Planner, you will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries.

Duties

APS4 Planner

Duties of the Role may include:

- Gathering information from participants and planning partners over the phone or in person, to enable high-quality planning and evidence-based decision-making.
- Using a range of policies, practice guidance and legislation to make funding decisions in relation to participant plans to complement informal, community and mainstream supports.
- Working closely with participants and their representatives to identify current and future supports, and informal, mainstream and community support options to achieve plan outcomes.
- Liaising with key stakeholders including Partners in the Community to deliver services to participants.
- Resolving issues and complaints in relation to participant plans.
- Completing administrative and data entry tasks relating to participants.
- Contributing to the achievement of key performance indicators, including planning targets.

APS5 Planner

Duties of the Role may include:

- Contributing to management of workflow in collaboration with team leadership.
- Gathering information from participants and their representatives, planning partners and multiple stakeholders, to enable high-quality planning and evidence-based decision-making.
- Determining funded supports to be included in participant plans to complement informal and formal supports.
- Working closely with participants and their representatives to identify current and future supports, and informal, mainstream and community support options to achieve plan outcomes.
- Resolving issues and complaints in relation to participant plans.
- Completing administrative and data entry tasks relating to participant records and task workflows.
- Contributing to the achievement of key performance indicators, including planning targets.

The ideal candidates will:

- Have a willingness to work within a team environment.
- The ability to work within a dynamic fast paced environment and work to deadlines/ timeframes.
- A positive contemporary attitude to people with a disability and value social inclusion and diversity
- Adaptable communication and people skills.
- The ability to manage confidential and sensitive information
- Flexibility and be able to work under general supervision and direction
- High levels of integrity and professionalism to support our values and mission
- Experience in the disability and/or allied health sector would be desirable; however it is not essential

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

As these roles are required to be performed from **Beenleigh, Bundaberg, Caboolture, Cairns, Chermside, Hervey Bay, Inala, Ipswich, Mackay, Maroochydore, Mount Gravatt, Robina, Rockhampton, Toowoomba, Townsville** and **Woodridge** offices, remote working locations will **not** be considered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check and provide evidence of Australian Citizenship.

This position will be offered as ongoing or non-ongoing. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 18 months may be offered. Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	DFP, 1300 138 337
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0762960

National Disability Insurance Agency

Closing Date: Thursday 02 October 2025

QLD Division
QLD Service Delivery Branch QLD Remote

Job Title	APS5 Planner (General & Affirmative Measures - Disability & First Nations)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Mount Isa QLD
Salary	\$86,624 - \$93,253
Future Merit Locations	Mount Isa
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 5
Position Number	2479_08/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

QLD Service Delivery Branch is responsible for engaging with participants and managing participant plans and supports. Planning teams provide direct service delivery for NDIS participants; engaging with participants and managing participant plans and supports to ensure nationally consistent participant experiences aligned to the Participant Service Guarantee.

The APS5 Remote Planner will be required to undertake planning activities and tasks using available information where options are not always evident. The position will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

As the APS5 Remote Planner you will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries.

for people.

You will be passionate about working in your local rural and remote communities to support people in the communities with their NDIS journey. Attend external locations offsite including participants' homes (which may have multiple stories or be accessible only via uneven ground, stairs). Perform high levels of phone usage and/or face to face work. Drive vehicle over possible long distances in remote locations on unsealed roads and in all traffic and weather conditions, including the capacity to deal with minor vehicle problem (e.g., changing a tyre). Travel via light aircraft may be required to access remote communities. You will require physical capacity and mobility to safely navigate uneven terrain, including unsealed roads, footpaths, steps and stairs, in a variety of weather conditions.

Duties

Duties of the Role may include:

- Working with service providers and participants to gather and verify relevant information to facilitate access, plan development, ensure successful plan implementation and maintain community supports.
- Developing outcome-based plans reflecting participant choice and control within a reasonable and necessary framework.
- Undertaking reviews of plans with participants, delivering and approving plans to meet targets.
- Building participant capacity to maintain effective networks by liaising with individuals, families/ carers and their communities to improve natural and community supports.
- Providing information to members of the community about the NDIS, mainstream services and community supports to improve participation and inclusion.

Eligibility

The ideal candidate will:

- Well-developed understanding of relevant legislation, policy frameworks, and procedures.
- Exercise sound judgement to resolve complex or difficult issues.
- Strong attention to detail and ability to conduct thorough research and analysis.
- Proven ability to work independently, manage competing priorities and proactively take initiative.
- Ability to communicate information clearly and concisely.
- Experience working within a high-performing team and thriving in a fast-paced work environment.
- Excellent interpersonal skills to effectively develop and maintain stakeholder relationships.
- Excellent verbal and written communication skills to effectively present and collaborate with stakeholders.

- Maintain a positive and contemporary attitude towards people with disability.
- Ability to understand, communicate and interact effectively with people from diverse cultural backgrounds, including remote Indigenous communities.

Notes

These roles are to be performed from Mount Isa and alternate/remote working locations won't be considered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and Working with Children Check and provide evidence of Australian Citizenship.

This position may be offered as ongoing or non-ongoing.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 6 months may be offered.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

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To Apply

Position Contact	Karyn Jones, 0457 116 775
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0763078

National Disability Insurance Agency

Closing Date:Wednesday 01 October 2025

Reviews and Information Release Division
Info Release Privacy and Legal Ops Branch

Job Title	EL1 Assistant Director Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Geelong VIC, Richmond VIC, Adelaide SA, Brisbane QLD
Salary	\$120,530 - \$131,919
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from home arrangements to be discussed with line manager
Classification	Executive Level 1
Position Number	2568_09/25_EXT
Agency Website	https://www.ndis.gov.au

A new role awaits

Are you a values-driven leader with a strong commitment to Governance frameworks and Secretariat practises? Do you thrive in dynamic environments that require high attention to detail, strategic thinking, and exceptional communication skills? The National Disability Insurance Agency (NDIA) is seeking an experienced Assistant Director to join our Strategy, Reporting and Governance team. This is a unique opportunity to lead and shape governance practices that support strong decision-making.

The **Governance team** sits in the Information Release, Privacy and Legal Operations (IRPLO) Branch. This team plays a critical role in supporting transparent, accountable and well-informed decision-making across the division. The team coordinates and delivers secretariat services for key governance forums, including the Appeals Litigation Oversight Committee (ALOC), Pre-ALOC and other governance forums.

Working in a fast-paced and high-trust environment, the team ensures forums and committees run smoothly by managing meeting logistics, preparing high-quality documentation and tracking follow-up actions. This is a supportive and high-performing team that values professionalism, precision and partnership.

The **IRPLO Branch** is responsible for providing operational support and uplifting through the management of all recruitment and procurement, learning and development, continuous improvement, strategy and reporting, legal operations, and communications and engagement activities. The Branch also manages the Agency's Freedom of Information (FOI), Participant Information Access (PIA), and Agency Privacy Incident Management functions.

Duties

Where you can add value

As the EL1 Assistant Director Governance, you will lead the Secretariat team responsible for supporting key governance forums across the division, including the Appeals Litigation Oversight Committee (ALOC), Pre-ALOC and other governance forums. The role ensures these committees run smoothly by overseeing meeting coordination, documentation and follow-up actions.

Duties include:

- **Lead and manage the secretariat function** across governance forums and committees relating to reviews and integrity.
- **Provide leadership and oversight to secretariat officers**, setting clear expectations, monitoring performance, and fostering a culture of excellence, collaboration and continuous improvement.
- **Review and approve committee documentation** including agendas, minutes, submissions and action registers. This will ensure accuracy, consistency, and compliance with governance standards and executive-level requirements.

- **Oversee the delivery of secretariat services** for high-level governance forums, including the Appeals Litigation Oversight Committee (ALOC) and governance forums, ensuring timely and effective support.
- **Manage quality assurance processes** for all secretariat functions, including reviewing and editing documents to a high standard, ensuring alignment with approved templates and formats for senior executive audiences.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Jess Robertson, n/a
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0763045

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

NQSC Commissioner Division
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Administrative Review Officer - Affirmative Measure Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Parramatta NSW, Perth WA, Penrith NSW
Salary	\$88,155 - \$94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	179_09/25
Agency Website	https://www.ndiscommission.gov.au/

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters. We invest in the professional development and career progression of our staff.

Duties

The Administrative Review Officer is responsible for assisting the Internal Integrity Unit in effectively implementing the NDIS Commission's legislative obligations and functions in one or more of the following areas:

Internal Review- Responsibilities

- Drafting administrative decisions, brief delegates and co-ordinate responses relating to sensitive matters.
- Co-ordinating and gathering information relating to matters and monitoring compliance with statutory and internal timeframes.
- Using appropriate tools (including the Microsoft Office suite) and templates to aid the processing of and report on matters against tight deadlines.
- Supporting the Assistant Directors and the Director with other tasks, as needed.

FOI- Responsibilities

- Processing and drafting FOI decisions, including routine and sensitive access requests, and ensuring all matters are recorded and closed correctly.
- Effectively engaging with FOI applicants, other Commonwealth and State agencies and third parties in formal consultation processes.
- Assisting senior staff and the Assistant Director in developing and maintaining internal FOI reference materials including FOI templates and other reporting functions.

Privacy- Responsibilities

- Assessing and responding to privacy/data breaches and privacy complaints, including liaising with affected individuals.
- Assisting with the evaluation and monitoring data handling practices, privacy related policies, procedures and guidelines to identify gaps and non-compliance with privacy reforms.
- Supporting the integration of privacy reforms across all areas of the NDIS Commission.
- Contributing to privacy training and awareness programs to educate employees about privacy requirements, data protection and their roles and responsibilities in safeguarding personal and sensitive information held by the NDIS Commission.
- Assisting the Director and Assistant Directors with other duties as required.

Please view candidate information package for full position description.

Eligibility
Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 01 October 2025

NQSC Commissioner
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Senior Administrative Review Officer – Affirmative Measure Disability
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$96,558 - \$108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	180_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters. We invest in the professional development and career progression of our staff.

Duties

The Senior Administrative Review Officer is responsible for assisting across Internal Review, Freedom of Information and Privacy teams, in the following duties:

Internal Review - Responsibilities

- Drafting complex administrative decisions, briefing delegates and co-ordinating responses relating to complex or sensitive matters;
- Analysing applicant submissions, obtaining relevant information and applying legislation while monitoring compliance with statutory and internal timeframes;
- Liaising with applicants in relation to matters related to the review (including putting any new information forward for response);
- Preparing statements of reasons for decisions and briefing delegates to make decisions in accordance with NDIS Act;
- Communicating review decisions to internal review applicants and the original decision makers; and
- Co-ordinating with Legal team in relation to external reviews (i.e. appeals of internal review decisions to the Administrative Review Tribunal).

Freedom of Information (FOI) - Responsibilities

- Managing and processing FOI enquiries and requests from applicants, including liaising with participants and their families, providers, members of the public to clarify scope of requests;
- Facilitating searches for requested documents within the NDIS Commission (sending out search minutes to relevant business areas, liaising with and supporting business areas to complete searches);
- Co-ordinating third party consultation where required under the FOI Act and analysing exemptions that may apply to documents under the FOI Act;
- Preparing complex statement of reasons for decision on access and briefing delegates in accordance with FOI Act; and
- Communicating recommendations, decisions and releasing documents to FOI applicants.

Privacy - Responsibilities

- Managing, respond to and assess data breaches, including liaising with affected individuals;
- Preparing privacy collection notices and agreements, and working with project teams to conduct a privacy threshold assessments and privacy impact assessments;
- Providing recommendations about privacy issues and risks, and conducting other privacy related reviews;
- Actioning privacy improvement measures and implementing privacy transformation projects informed by privacy reforms to ensure alignment with reform timelines; and
- Assisting the Director and Assistant Directors with other duties as required.

Some interstate travel is also required for this role.

Please view candidate information package for full position description.

Eligibility
Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763083

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

NQSC Commissioner
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Administrative Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$88,155 - \$94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	183_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters.

We invest in the professional development and career progression of our staff.

Duties

The Administrative Review Officer is responsible for assisting the Internal Integrity Unit in effectively implementing the NDIS Commission's legislative obligations and functions in one or more of the following areas:

Internal Review- Responsibilities

Drafting administrative decisions, brief delegates and co-ordinate responses relating to sensitive matters.

- Co-ordinating and gathering information relating to matters and monitoring compliance with statutory and internal timeframes.
- Using appropriate tools (including the Microsoft Office suite) and templates to aid the processing of and report on matters against tight deadlines.
- Supporting the Assistant Directors and the Director with other tasks, as needed.

FOI- Responsibilities

- Processing and drafting FOI decisions, including routine and sensitive access requests, and ensuring all matters are recorded and closed correctly.
- Effectively engaging with FOI applicants, other Commonwealth and State agencies and third parties in formal consultation processes.
- Assisting senior staff and the Assistant Director in developing and maintaining internal FOI reference materials including FOI templates and other reporting functions.

Privacy- Responsibilities

- Assessing and responding to privacy/data breaches and privacy complaints, including liaising with affected individuals.
- Assisting with the evaluation and monitoring data handling practices, privacy related policies, procedures and guidelines to identify gaps and non-compliance with privacy reforms.
- Supporting the integration of privacy reforms across all areas of the NDIS Commission.
- Contributing to privacy training and awareness programs to educate employees about privacy requirements, data protection and their roles and responsibilities in safeguarding personal and sensitive information held by the NDIS Commission.
- Assisting the Director and Assistant Directors with other duties as required.

Please view candidate information package for full position description.

Eligibility
Notes

This position is advertised for creation of Merit pool only

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763085

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

NQSC Commissioner
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Senior Administrative Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Perth WA, Hobart TAS, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Parramatta NSW, Penrith NSW
Salary	\$96,558 - \$108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	182_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters. We invest in the professional development and career progression of our staff.

Duties

The Senior Administrative Review Officer is responsible for assisting across Internal Review, Freedom of Information and Privacy teams, in the following duties:

Internal Review - Responsibilities

- Drafting complex administrative decisions, briefing delegates and co-ordinating responses relating to complex or sensitive matters;
- Analysing applicant submissions, obtaining relevant information and applying legislation while monitoring compliance with statutory and internal timeframes;
- Liaising with applicants in relation to matters related to the review (including putting any new information forward for response);
- Preparing statements of reasons for decisions and briefing delegates to make decisions in accordance with NDIS Act;
- Communicating review decisions to internal review applicants and the original decision makers; and
- Co-ordinating with Legal team in relation to external reviews (i.e. appeals of internal review decisions to the Administrative Review Tribunal).

Freedom of Information (FOI) - Responsibilities

- Managing and processing FOI enquiries and requests from applicants, including liaising with participants and their families, providers, members of the public to clarify scope of requests;
- Facilitating searches for requested documents within the NDIS Commission (sending out search minutes to relevant business areas, liaising with and supporting business areas to complete searches);
- Co-ordinating third party consultation where required under the FOI Act and analysing exemptions that may apply to documents under the FOI Act;
- Preparing complex statement of reasons for decision on access and briefing delegates in accordance with FOI Act; and
- Communicating recommendations, decisions and releasing documents to FOI applicants.

Privacy - Responsibilities

- Managing, respond to and assess data breaches, including liaising with affected individuals;
- Preparing privacy collection notices and agreements, and working with project teams to conduct a privacy threshold assessments and privacy impact assessments;
- Providing recommendations about privacy issues and risks, and conducting other privacy related reviews;
- Actioning privacy improvement measures and implementing privacy transformation projects informed by privacy reforms to ensure alignment with reform timelines; and
- Assisting the Director and Assistant Directors with other duties as required.

Some interstate travel is also required for this role.

Please view candidate information package for full position description.

Eligibility
Notes

This Position is advertised to create a merit pool only

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763089

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

DART and Enabling Services
DART and Enabling Services Executive

Job Title	Executive Assistant to Deputy Commissioner, DART and Enabling Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,155 - \$94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Will be required to work in the office for at least three (3) days per week.
Classification	APS Level 5
Position Number	184_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

The NDIS Commission is seeking to engage an experienced and capable Executive Assistant to work with and report to the Deputy Commissioner, Data and Regulatory Transformation (DART) and Enabling Services, in Canberra.

The DART and Enabling Services Divisions were recently merged under a single Deputy Commissioner. The newly formed Division is responsible for the day-to-day operations of corporate enabling functions including the Commission's governance, finance, audit and risk, information and communications technology (ICT) and property and security.

The Division is also responsible for the delivery of the DART program – a large transformation program, which will uplift the Commissions regulatory functions through modern and effective data and ICT capabilities.

The Executive Assistant works as part of an Executive Support Team to provide support to the Deputy Commissioner. The role also works closely with internal stakeholders to support the flow of work and information across the NDIS Commission in a high pace delivery and corporate operations environment.

The Executive Assistant will provide day to day administrative support to the Deputy Commissioner to ensure that they are able to operate efficiently and effectively so as to deliver on key priorities and commitments.

The NDIS Commission supports flexible work arrangements. The Executive Assistant will be required to work in the Canberra or other office for at least three (3) days per week.

Duties

The Executive Assistant will provide high-level administrative and coordination support to the Deputy Commissioner, including managing and organising meetings, briefings and events and anticipating and managing competing commitments.

The Executive Assistant will establish review processes and procedures that meet the Deputy Commissioner's requirements and will have responsibility for the following key duties:

- Provide high level administrative support to the Deputy Commissioner, including scheduling meetings, managing calendars and organising and acquitting travel and expense reconciliations on a timely basis
- Establish administrative processes for the smooth running of the Deputy Commissioner's office, including monitor the Deputy Commissioner mailbox, prioritising and actioning items while escalating urgent matters in coordination with the Executive Officer
- Liaise with internal and external stakeholders to manage requests, organise meetings, create meeting agendas, take meeting minutes and track action items
- Confidentially handle sensitive material and information on behalf of the Deputy Commissioner, supported by the Executive Officer, and maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values
- Work collaboratively with the Executive Officer and other Divisions to contribute to the effectiveness of the Deputy Commissioner's interactions with other NDIS Commission Executives
- Assist with the coordination of recruitment processes, induction and training of new team members for the Division in collaboration with staff across the Division.
- Other duties as required.

Please view candidate information package for full position description.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Laura Sham, (02) 5162 8719
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0763076

Australian Bureau of Statistics

Closing Date: Sunday 28 September 2025

Census Field Operations Census Field Recruitment

Job Title	Recruitment Administration Officers
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD, Sydney NSW
Salary	\$67,139 - \$70,477
Future Merit Locations	Adelaide, Belconnen, Brisbane, Sydney
Office Arrangement	On Site
Office Arrangement Details	Limited opportunity to work from home
Classification	APS Level 3
Position Number	25/Census_RAO_WSC
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE535>

The Australian Bureau of Statistics (ABS) is looking to recruit several **Recruitment Administration Officers** to support the 2026 Census temporary workforce.

These are temporary APS 3 positions up to 12 months duration, from November/December 2025 to September/October 2026. Successful applicants can work either full-time or part-time hours (minimum 3 days per week, 22 hours).

The team is planning to onboard new staff in three phases, beginning in early December 2025, followed by additional intakes in early February and early March 2026.

Duties

Recruitment Administration Officers play a key role in supporting the 2026 Census Program by contributing to the recruitment of more than 30,000 field staff. These positions make a critical contribution to the positive recruitment experience of our Field Workforce.

Recruitment Administration Officers will:

- conduct candidate screening, police checks, and other pre-employment checks
- support hiring managers with shortlisting, interview scheduling and documentation of interview outcomes
- issue contracts and employment documents to field staff
- monitor recruitment pipelines and identify candidates who may be blocked or not progressing
- build and maintain strong relationships with internal and external stakeholders
- respond to candidate enquiries via phone and email in a professional and timely manner
- deliver culturally safe recruitment support to candidates and hiring managers
- provide general administrative support, including minute-taking and assistance to your supervisor
- assist in the development and refinement of recruitment processes, procedures, and supporting materials
- draft and maintain knowledge resources to guide recruitment activities
- adhere to the APS Code of Conduct and ABS policies
- perform other ad-hoc duties as required.

What we are looking for

Successful candidates will be able to demonstrate most, or all, of the following:

- strong customer service and dispute resolution skills, with a focus on delivering positive outcomes
- high attention to detail, ensuring accuracy and consistency in all tasks
- clear, well-structured verbal and written communication skills
- a proactive and flexible approach to achieving work outcomes and meeting deadlines
- ability to be agile and adapt to changing priorities in a fast-paced, dynamic and operational environment, while demonstrating resilience under pressure
- willingness to learn, adapt and contribute positively within a diverse and collaborative team environment
- ability to engage respectfully and effectively with Aboriginal and Torres Strait Islander peoples and apply culturally appropriate communication to interaction
- ability to build and sustain positive relationships with team members and actively participate in teamwork and group activities
- capacity to develop and maintain relevant knowledge in relation to business operations.

Eligibility

To be eligible to apply you must be an Australian citizen.

Notes

To apply you will need to:

- upload your current resume
- provide referee details
- submit a statement of claims (maximum 300 words) responding to the following:

Explain how your experience and skills align with the requirements of the Recruitment Administration Officer role.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Rachael Robertson, 02 6252 6072
Agency Recruitment Site	https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE535

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Treasury

Vacancy VN-0763079

Australian Bureau of Statistics

Closing Date:Sunday 28 September 2025

Census Field Operations Census Workforce Support Team

Job Title	Workforce Support Officers
Job Type	Casual, Non-Ongoing
Location	Belconnen ACT, Perth WA
Salary	\$42 - \$42
Future Merit Locations	Belconnen, Perth
Office Arrangement	On Site
Office Arrangement Details	Limited opportunity to work from home
Classification	APS Level 3
Position Number	25/Census_RAO_WSC
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE535>

The Australian Bureau of Statistics (ABS) is looking to recruit several **Workforce Support Agents** to support the 2026 Census temporary workforce.

These are casual (intermittent) APS 3 positions from 3 to 11 months duration, with variable working hours (shifts). Applicants must be able to attend a minimum of 3 shifts per week which may include days, evenings and weekends. Work hours may vary based on workload throughout your employment.

Our operational centre is currently based in Canberra and will be expanding its footprint to Perth. The team is planning to onboard new staff in December 2025 through to April/May 2026.

Duties

The Census Workforce Support Team is responsible for responding to enquires from two phone lines; the Recruitment Support line and the Census Staff Support Line. These lines provide support for initial enquires around working in the Census field roles, all the way through to supporting Census staff to complete their work in the field. We work closely with our stakeholders to anticipate trends and be prepared to provide accurate first level of support to our callers.

As a Workforce Support Agent you will:

- provide prompt service in answering enquiries via the telephony system
- reference internal systems for accurate information
- accurately record details of calls in ticketing systems
- escalate issues in alignment with operating processes
- adhere to processes and procedures, ensuring callers receive the most up to date information
- build and maintain strong relationships with internal and external stakeholders
- respond to candidate enquiries via phone and email in a professional and timely manner
- deliver culturally safe recruitment support to candidates and hiring managers
- provide general administrative support, including minute-taking and assistance to your supervisor
- assist in the development and refinement of recruitment processes, procedures, and supporting materials
- draft and maintain knowledge resources to guide recruitment activities
- adhere to the APS Code of Conduct and ABS policies
- perform other ad-hoc duties as required.

What we are looking for

Successful candidates will be able to demonstrate most, or all, of the following:

- strong customer service and dispute resolution skills, with a focus on delivering positive outcomes
- high attention to detail, ensuring accuracy and consistency in all tasks
- clear, well-structured verbal and written communication skills
- a proactive and flexible approach to achieving work outcomes and meeting deadlines
- ability to be agile and adapt to changing priorities in a fast-paced, dynamic and operational environment, while demonstrating resilience under pressure
- willingness to learn, adapt and contribute positively within a diverse and collaborative team environment
- ability to engage respectfully and effectively with Aboriginal and Torres Strait Islander peoples and apply culturally appropriate communication to interaction
- ability to build and sustain positive relationships with team members and actively participate in teamwork and group activities
- capacity to develop and maintain relevant knowledge in relation to business operations.

Eligibility

To be eligible to apply, you must be an Australian citizen.

Notes

To apply you will need to:

- upload your current resume
- provide referee details
- submit a statement of claims (maximum 300 words) responding to the following:

Explain how your experience and skills align with the requirements of the Workforce Support Agent role.

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To Apply

Position Contact	Bernie Fitzpatrick, 02 6252 5776
Agency Recruitment Site	https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE535

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Treasury

Vacancy VN-0763090

Australian Bureau of Statistics

Closing Date: Sunday 28 September 2025

Census and Population Division
Communications Branch

Job Title	Program Manager (SES Band 1), Communications Branch
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements
Classification	Senior Executive Service Band 1
Position Number	25/ISG_PM_SESB1
Agency Website	https://www.abs.gov.au/

Job Description

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

The Australian Bureau of Statistics (ABS) is looking for an accomplished leader to take on the role of Program Manager (SES Band 1), Communications Branch. This is a temporary position created to support the increased communication demands leading up to the 2026 Census of Population and Housing.

About the area

The Communications Branch is responsible for all internal and external communications that support the ABS’s strategic objectives. This includes delivering a major national campaign for the 2026 Census of Population and Housing.

As Australia’s national statistical agency, the ABS has been delivering trusted, objective data and insights for over 115 years. We produce more than 500 statistical releases annually, informing decisions across Australia’s economy, environment, health, and society.

We are leaders in data collection, integration, and safe sharing for research and statistical purposes.

Our strategic priorities are to:

- Produce high-quality statistics
- Generate timely new insights
- Lead in the national data landscape
- Reduce burden on data providers
- Enhance organisational capability, resilience, and adaptability

The Census of Population and Housing is conducted every five years and is one of Australia's largest data collections. The Census is a snapshot of Australia and tells the story of how we are changing. The Census helps us understand what we need now, and into the future.

The 2026 Census will be held in August 2026.

About the role

In this role, you will lead a multidisciplinary team of communication professionals, including strategic communication specialists, media and campaign specialists, social media managers, graphic designers, multimedia experts, and internal communications staff. You'll play a pivotal role in shaping the agency's communication strategy and outcomes, while contributing to the broader leadership of the ABS as part of the Senior Executive team.

Key Responsibilities:

- Lead and manage a high-performing communications team, fostering a positive and inclusive culture.
- Develop and implement communication strategies aligned with ABS priorities and government objectives.
- Oversee communication activities for the 2026 Census, including a large-scale national advertising campaign to drive awareness and participation.
- Build and maintain strong relationships with key stakeholders, including government, media, and the public.
- Identify and mitigate communication risks associated with high-profile initiatives.
- Champion the ABS cultural values: self-awareness, citizen-focus, collaboration, accountability, adaptability, and innovation.
- Manage the branch's budget and drive operational efficiency and effectiveness.
- Promote employee wellbeing, engagement, and retention.
- Monitor performance and identify opportunities for continuous improvement.

Duties

To be suitable you should have most or all of the following skills, qualities and experience:

- Proven expertise in leading high-profile communication initiatives, ideally within the Australian Government context.
- A strong, people-focused leader who inspires high performance and builds team capability.
- Demonstrated ability to manage risk while fostering innovation and continuous improvement.
- Excellent conceptual and analytical skills, with a strategic mindset and sound judgement.
- A track record of delivering long-term communication outcomes aligned with organisational goals.
- Ability to thrive in a fast-paced environment, balancing competing priorities and deadlines.
- Highly developed stakeholder engagement skills, with experience working across government, industry, and community sectors.

Eligibility

To be eligible for this role you:

- You must be an Australian citizen at the time you apply.
- You may need to obtain (or hold) and maintain at least a Baseline security clearance.
- ABS employees who have access to market sensitive information are restricted in market trading activities.
- This role is restricted in trading and you will not be allowed to trade in financial products while employed.

Notes

How to apply

To apply, complete an online application form on the [ABS e-recruitment system](#).

You will need to upload your current resume, provide referee details and respond to the following:

In no more than 500 words, provide a statement of claims of how you have demonstrated the skills, qualities, and experience (outlined in Section 1 of the Applicant Information Kit) required for this role.

Applications close at 11:30 p.m. AEST on Sunday 28th September 2025. Late applications will not be accepted.

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To Apply

Position Contact	Jenny Telford, (02) 6252 6473
Agency Recruitment Site	https://www.abs.gov.au/

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Treasury

Vacancy VN-0763104

Australian Securities and Investments Commission

Closing Date:Wednesday 01 October 2025

Job Title	Oracle Infrastructure Engineer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$127,641 - \$136,204
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1802272
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226363377

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney location**
- **From \$127,641 - \$136,204 (depending on experience) + 15.4% superannuation**
- **24-Month Fixed Term Contract**
- **Applications close at 11:59pmAEST,Wednesday 1 October 2025**

The team

The **Digital, Data & Technology Group** drives transformational change at ASIC by investing in people, processes, and technology. It unites digital, data, and tech teams—supported by the enterprise program office—to modernize core systems and services. The portfolio includes Registry Interactions Services, Modernising Business Registers, and the Registry Technology team, which sits within the Transformation Office and leads ASIC's digital and data platform strategy.

The role

As an **Oracle Infrastructure Engineer**, you will contribute to the work of IT team by maintaining the Oracle database software currency through managing regular patching and resolution of issues.

Your responsibilities will also include:

- Maintain Oracle database software currency - managing regular patching and resolution of issues.
- Support Oracle Identity and Access Management (IAM) stacks.
- Monitor and report on database performance and capacity.
- Ensure IAM systems run efficiently through daily checks and incident resolution.
- Collaborate with developers to design database solutions.
- Manage and escalate support requests as needed.
- Support IT infrastructure and cloud migration projects.

About you

A successful applicant should possess many or all of the following:

- More Degree or qualifications in IT preferred.
- 5+ years with Oracle systems, databases, and IAM stacks.
- Strong grasp of ISM/Essential8 security frameworks.
- Hands-on experience with Oracle platform operations.
- Knowledge of database security tools and practices.

- Sharp problem-solving and attention to detail.
- Strong communicator and team player.
- Self-driven with multitasking ability.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEST, Wednesday 1 October 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment

Eligibility

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0762937

Australian Taxation Office

Closing Date:Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	\$90,596 - \$96,042
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_CEG_612_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=21E3A8C6-AA41-4223-E3A8-E4347C9F5CA1>

Duties

We are seeking motivated and capable professionals with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Valuation Adviser in our Valuation Practice stream, you will support the delivery of tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Valuation Adviser in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse markets to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will support complex valuation work, this may include assisting with analysis, conducting research related to Australian and international tax law, and helping ensure valuations are

accurate, well-informed, and compliant. You'll assist in identifying and tracking emerging tax risks and tax planning strategies, and contribute to the review of complex business structures and transactions to understand and address valuation risk.

You will be a part of a supportive team and encouraged to manage your responsibilities with autonomy and initiative.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=21E3A8C6-AA41-4223-E3A8-E4347C9F5CA1

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Australian Taxation Office

Closing Date: Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	\$97,816 - \$112,312
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_614_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=28ED2B93-2959-2A09-1D4B-E4347CF616E9>

Duties

We are seeking performance-driven and skilled professionals with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Valuation Adviser in our Valuation Practice stream, you will support the delivery of tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Valuation Adviser in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse markets to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will review complex structures and transactions relevant to valuation matters, focusing on those where taxation or superannuation outcomes are contingent on a valuation. You will also support complex activities by applying broad legal and financial analysis and research in Australian and International tax law contexts.

You will assist in the identification and monitoring of emerging tax risks and tax-planning techniques, and work as part of a team under limited direction, with the opportunity to exercise professional judgment and independence.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=28ED2B93-2959-2A09-1D4B-E4347CF616E9

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Treasury

Vacancy VN-0762941

Australian Taxation Office

Closing Date: Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Senior Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Moonee Ponds VIC, Box Hill VIC, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC
Salary	\$125,291 - \$136,595
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_615_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=5E666167-8C4C-1618-2CF8-E4347DD803DB>

Duties

We are seeking performance-driven and skilled professionals with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Senior Valuation Adviser in our Valuation Practice stream, you will deliver tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Senior Valuation Adviser in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse

markets to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will identify and provide advice on complex and systemic technical valuation issues, focusing on transactions where taxation or superannuation outcomes are contingent on a valuation. You will also support complex valuation activities, having regard to broad legal and financial analysis, and research in Australian and International tax law contexts.

You will identify, monitor and address emerging tax risks and tax planning techniques, and assist with reviewing complex structures and transactions relevant to valuation matters. Working both independently and collaboratively, you'll lead and mentor others, review their work, and build team capability.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=5E666167-8C4C-1618-2CF8-E4347DD803DB

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Treasury

Vacancy VN-0762942

Australian Taxation Office

Closing Date: Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Valuation Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Box Hill VIC, Dandenong VIC, Geelong VIC, Melbourne VIC, Moonee Ponds VIC
Salary	\$150,784 - \$179,606
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_CEG_616_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=8C77E920-92E1-73AD-B4DF-E4347E0234DA>

Duties

We are seeking performance-driven, influential leaders with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Valuation Director in our Valuation Practice, you will deliver tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Valuation Director in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse markets and industries to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will identify and provide senior leadership on complex and systemic technical valuation issues, and coordinate and review the provision of specialist advice by others, focusing on transactions where taxation or superannuation outcomes are contingent on a valuation. You'll also lead and support highly complex valuation activities, having regard to broad legal and financial analysis, and research in Australian and International tax law contexts.

You will identify, monitor and address emerging tax risks and tax planning techniques, and scrutinise complex structures and transactions relevant to valuation matters. You'll also provide detailed professional advice on complex problems, and assist in strategic planning, and program/project management.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=8C77E920-92E1-73AD-B4DF-E4347E0234DA

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Treasury

Vacancy VN-0762991

Royal Australian Mint

Closing Date: Sunday 05 October 2025

Museum Education and Visitor Services

Job Title	Museum Host
Job Type	Full-Time;Part-Time, Ongoing
Location	Deakin ACT
Salary	\$69,683 - \$74,580
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 3
Position Number	Multiple
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/about-us/work-us>

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

This position sits within the Museum Education & Visitor Services Branch, whose work aims to build awareness of the Mint and the National Coin Collection among everyday Australians, to educate the community on the importance of currency to our society, and to encourage people to engage with the Mint's collector coins and the stories they tell.

The Museum Education & Visitor Services Branch oversees the Mint Shop and the Museum, and manages the contract of the Mint Café tenant. These are 7-day operations, open along with the building opening hours - The Royal Australian Mint is open 7 days, and our Museum operating hours are 8:30am to 5:00pm weekdays and 10:00am to 4:00pm weekends and public holidays. MEVS also oversees public programs, with large engagement activities like our 'Last Coin' (Dec 31) and 'First Coin' (Jan 1) and an annual 'Family Fun Day' that for 2026 will be aligned to the upcoming 60th anniversary of Decimal Currency. MEVS is the team responsible for the stewardship of the National Coin Collection, and the Curators and Collections Officer team not only care for and build that collection, but draw from it for the curation of our Museum exhibitions and digital programs. Works are planned for a new collection storage facility within the Royal Australian Mint footprint to ensure the National Coin Collection is well managed for future generations.

The Royal Australian Mint features a recently upgraded exhibition space detailing the history of the Australian coin-making and currency journey. Our refreshed visitor experience showcases industrial design, Australian social history a Special Exhibition Gallery, as well as the Mint Shop and Café and our visitor-favourite Factory Viewing Gallery. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

About the Role

Are you a passionate communicator or presenter who loves sharing informative content and storytelling? The Royal Australian Mint is looking for Museum Hosts to join our busy team. The Royal Australian Mint visitor experience (of Museum, Mint Shop and Café) are open 7 days a week, 8.30am to 5pm weekdays and 10am to 4pm weekends and public holidays. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

Our Museum Hosts lead public tours and supervise the busy museum floor, greet our guests and help with wayfinding, and deliver our education programs and school holiday programs.

Are you flexible and prefer non-traditional schedules? We have multiple positions to recruit, both full-time equivalent and part-time shifts, and are keen to hear about your availability and interest.

While we are open 7 days and can offer shifts across this time, our busiest school visit days are Tuesday, Wednesday and Thursday during semester, and so if you're a parent returning to the workforce and juggling school pickup times, have carer responsibilities or are a university student looking to balance classes, this might be the role for you.

Duties

The duties of this position include:

1. Providing exceptional and memorable customer experiences, including greeting visitors at the Welcome Desk and managing their journey through a busy Museum floor.
2. Presenting education programs and content to audiences of differing ages, levels and abilities; understanding that Australian Curriculum deliverables are met where required and tailoring presentation styles accordingly.
3. Presenting or supervising school holiday and other family-focussed education-led hands-on content.
4. Presenting dynamic and informative tours to a variety of audiences with a degree of professionalism.
5. Investing time in learning about our history, our programs, Australian culture, financial and social history to be able to respond to our visitors' questions.
6. Assisting in the broader work of the Museum Education and Visitor Services team, including but not limited to, delivering public programs, conducting visitor surveys, and assisting in the work on education and web resources.
7. Maintaining the safety and security of visitors and the Museum.

Eligibility

Requirement

An Australian Capital Territory Working with Vulnerable People (WWVP) registration.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](#).

Please submit your application by **11:30pm on Sunday 5 October 2025**. You will need to upload:

- a current resume
- a one-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Cris Kennedy, 02 6202 8771
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0763014

Royal Australian Mint

Closing Date: Sunday 28 September 2025

Job Title	Assistant Collection Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$69,683 - \$74,580
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 3
Position Number	1450
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/about-us/work-us>

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- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
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- Engineering – technical support and manufacturing operations.

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This position sits within the Museum Education & Visitor Services Branch, whose work aims to build awareness of the Mint and the National Coin Collection among everyday Australians, to educate the community on the importance of currency to our society, and to encourage people to engage with the Mint's collector coins and the stories they tell.

The Museum Education & Visitor Services Branch oversees the Mint Shop and the Museum and manages the contract of the Mint Café tenant. These are 7-day operations, open along with the building opening hours - The Royal Australian Mint is open 7 days, and our Museum operating hours are 8:30am to 5:00pm weekdays and 10:00am to 4:00pm weekends and public holidays. MEVS also oversees public programs, with large engagement activities like our 'Last Coin' (Dec 31) and 'First Coin' (Jan 1) and an annual 'Family Fun Day' that for 2026 will be aligned to the upcoming 60th anniversary of Decimal Currency. MEVS is the team responsible for the stewardship of the National Coin Collection, and the Curators and Collections Officer team not only care for and build that collection, but draw from it for the curation of our Museum exhibitions and digital programs. Works are planned for a new collection storage facility within the Royal Australian Mint footprint to ensure the National Coin Collection is well managed for future generations.

The Royal Australian Mint features a recently upgraded exhibition space detailing the history of the Australian coin-making and currency journey. Our refreshed visitor experience showcases industrial design, Australian social history a Special Exhibition Gallery, as well as the Mint Shop and Café and our visitor-favourite Factory Viewing Gallery. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

About the Role

We are looking for an Assistant Collection Officer to join our team in Museum Education and Visitor Services at the Royal Australian Mint.

The newly-upgraded Museum experience at the Royal Australian Mint is curated from our National Coin Collection (NCC) - over 18,000 objects that includes coins produced here at the Mint, but also original designs and plasters, books and historical records.

The Assistant Collection Officer reports to and takes direction from the Collection Officer in delivering the day-to-day administration of The National Coin Collection.

This role helps maintain that Collection - providing administrative support and assistance with research, exhibition content, maintaining the collection database, accessioning, responding to public enquires, digitisation, Collection stocktake and assisting in access to the Collection.

As planning has commenced for the construction of a purpose-built storage facility within the existing Mint building footprint, our Assistant Collection Officer will have a career-defining opportunity to participate in the project work supporting the Collection move, and contributing to its care and stewardship for future generations.

Because of their strong attention to detail and care for our Collection, they will enjoy contributing to its growth while ensuring we maintain a strong focus on complying with WHS and risk requirements are met as we build the value and breadth of this important Collection.

Duties

The duties of this position include:

1. Assisting the Collection Officer in the administration of the National Coin Collection, including accessioning, updating and maintaining the collection database, research, assisting with collection access, and provide stocktake and retrieval of the Collection.
2. Assisting in project work on the Collection's migration to a new purpose-built facility.
3. Responding to online, telephone and email enquiries related to the Collection.
4. Contributing to the work of the digitising our NCC objects.
5. Providing further support to the broader team including helping with administrative tasks and occasional support of public program activity.
6. Understanding and complying with all workplace health and safety responsibilities.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Requirement

Holds, or has the ability to obtain a current ACT Working with Vulnerable People Card.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](#).

Please submit your application by **11:30pm on Sunday 28 September 2025**. You will need to upload:

- a current resume
- a two-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Erinn Spink, 02 6202 3489
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762946

Department of Veterans' Affairs

Closing Date:Thursday 09 October 2025

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Group Program Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$101,449 - \$115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2025-0282
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Open Arms – Veterans & Families Counselling is Australia's leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. We focus on meeting client needs through a combination of proven clinical practices and new, and emerging evidence-based approaches.

Group Program Coordinators (APS 6) work within the Open Arms Division of the Department of Veterans' Affairs (DVA), providing coordination and management of the Open Arms Group Programs across the Australian Capital Territory and Southern New South Wales (ACT/SNSW) regions.

Group Program Coordinators work under the direction of an Assistant Director to deliver a suite of group treatment programs and psychoeducational workshops to support veterans and their family's mental and social health and their transition from the military to a predominantly civilian life. Group programs generally involve a small group of clients (minimum 6 to maximum of 15) led by 1-2 facilitators, including internal and external clinicians and lived experience professionals (peers) where possible. The Group Program Coordinator will bring knowledge of veterans' and their families' experiences to the role and will demonstrate respect for all clients and uphold a strong commitment to confidentiality and privacy.

Duties

- In accordance with organisational goals and identified regional demand, ensure a program of treatment and psychoeducational groups and workshops are promoted, and delivered to targeted populations
- Develop an annual group program schedule - review current group program material to deliver group programs which include pre/post group assessments with participants and group program evaluation and reporting
- Manage group program queries, share group program objectives and be the client contact point for group programs across the ACT/SNSW region
- Provide training, on-boarding and off-boarding to Group Program Facilitators (GPF's) and act as the Open Arms liaison point of contact by providing on-going information, debriefing and support
- Ensure that GPF's meet Key Performance Indicators in accordance with the Open Arms Quality and Safety Framework to ensure continuous improvement. (* This will not be required when new Model of Care (MoC) is introduced)
- Maintain and manage a database of GPF's and update administrative staff on availability of GPF's to facilitate group programs
- Work closely with the Group Program Support Officer to Plan, Promote, Deliver and Evaluate Group Programs. Oversee Financial Management of group program budget expenditure, DVA procurement activities and associated requirements
- Work collaboratively with the Outreach Program Coordinator and Assistant Director Outreach and Groups to support regional service delivery via the outreach and partnership arrangements as required
- Maintain a small clinical workload of clients as negotiated with the Assistant Director
- Engage with complainants to identify concerns and develop options to achieve resolution
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values
- Participate in community development and service promotion activities, as required
- Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures, as required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration **OR**
- Currently hold or ability to obtain a Working with Children check.

In addition to the above, one of the following:

- Qualifications as a registered Psychologist / Occupational Therapist / Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker with membership of the Australian Association Social Workers (AASW) on commencement, **OR**
- A Masters-level counselling qualification and registration with PACFA as a Registered Clinical Counsellor or with ACA at Level 3 or Level 4.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Harvey More, 02 6225 4620
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762949

Job Title	Assistant Director Strategic Communication
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$127,621 - \$140,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	EXT-2025-0283
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Strategic Communications team is part of the Communications Branch. The Branch ensures DVA's commitment to veterans and families through coordinated communication, handling media enquiries, managing social media, and providing graphic design, online publishing, and internal communications.

The Strategic Communications team develops and implements comprehensive strategies in partnership with department business areas to promote DVA programs and policies. The team also advises and supports the Minister for Veterans' Affairs regarding communication opportunities and activities.

We're looking for a high performer to join the team. In this role, you will leverage your communications expertise to lead a small team and manage a diverse array of projects, delivering strategic advice and crafting impactful communication strategies. Your experience in government communications will be invaluable as you navigate complex priorities and provide high-level support to key stakeholders.

You will thrive in an environment that values excellence in written and verbal communication, enabling you to influence and negotiate effectively. Your creativity and sound judgement will be essential as you engage with Senior Executives, the Minister's Office, government agencies, and other stakeholders.

This position requires strong leadership and project management skills and offers you the opportunity to showcase your innovation and capability within a dynamic and supportive team. Join us and make a meaningful impact on the lives of veterans and families through your communication expertise.

Duties

- Leading the development and implementation of communication strategies and products for key departmental projects and initiatives
- Using your highly developed written and communication skills to negotiate and communicate with influence
- Providing high-level communication advice to senior management and business areas
- Assisting the Director in team management, team reporting and team planning
- Using your leadership skills to lead a small team
- Developing and maintain effective relationships with internal and external stakeholders
- Supporting launches, presentations, events and other activities if required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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Successful applicants engaged into the APS will be subject to a probation period.

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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About the Department of Veterans' Affairs

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To Apply

Position Contact	Ryan Selmes, 0437 230 816
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762955

Bureau of Meteorology

Closing Date: Friday 03 October 2025

Data and Digital
Service & Infrastructure Management

Job Title	ITSM Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Perth WA, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$135,402 - \$152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60018870
Agency Website	

Job Description

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

The Bureau's Data and Digital group (DDG) is responsible for the ICT systems the Bureau relies on to provide trusted, reliable and responsive weather, water, climate, ocean and space weather services for Australia – all day, every day.

The Service Delivery & Performance Team within the Service and Infrastructure program (SIM) is responsible for the development, support, and maintenance of the Bureau's IT Service Management system, currently Cherwell. It is also responsible for leading the Service Management Capability and maturing of the ITIL based processes that support Enterprise Service Management across the Bureau.

We are seeking a suitably qualified person to carry out the duties of ITSM Manager, which includes managing and liaising with partner organisations involved in the provision of the ITSM system, owning and governing the service management capability, and reporting and monitoring

of service performance. Proficient in overseeing ITSM platform migrations; experience with Cherwell-to-Neurons transition is highly advantageous.

The successful candidate will be required to manage the support and development activities aligned to the approved Policy, Process and Procedures to ensure management and risk. This position also requires the ability to liaise between many different levels of the organisation across varied technical and non technical domains.

The appointee will be expected to have a wide-ranging understanding of technology and operations and be articulate across the domain to successfully operate, support and develop the bureau's core ticketing system to support all IT and non IT support groups utilisation the platform.

The successful incumbent should be able to demonstrate:

- Experience and qualifications in ITIL Service Management
- Knowledge of current and emerging technologies, technology directions, and strategic application to business needs.
- Ability to manage a small team and third party vendor support team.
- Management of contractual support arrangements to provide services to the Bureau.
- Ability to work effectively in a senior management capacity.
- Demonstrated capability in managing the migration of the Bureau's Cherwell system to Neurons.
- Demonstrated excellence in communication skills (written, oral and listening) and ability to engage with internal and external partners and stakeholders.
- Knowledge, understanding and commitment to apply and practice the various elements of the Bureau's Social Justice Strategy and the APS Code of Conduct in all environments, with an appreciation of cross-cultural settings and gender sensitivity.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through [the Bureau of Meteorology Careers](#).

Your application will consist of resume, contact details for two referees and an '500-word pitch' that considers:

- position overview
- job responsibilities

- selection criteria
- relevant sections of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#).

Duties

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

1. Successfully manage the transition of the Bureau's ITSM platform from Cherwell to Neurons, ensuring minimal disruption and full operational continuity.
2. Govern and mature the Service Management capability.
3. Deliver and enhance service performance reporting.
4. Manage the daily support and operation of the bureau's IT Service Management system.
5. Manage the development of the bureau's IT Service Management system, in consultation with ITSM process uplifts and support teams.
6. Manage the ongoing contractual support arrangements to provide technical services for the ITSM system, from the Support vendor.
7. Manage procurement activities required for the development and support of the ITSM system.
8. Lead a small in-house support and development team.
9. Maintain relationships with key stakeholders across the Bureau.
10. Co-ordinate and provide basic training and knowledge on the use of the ITSM system, using various methods including, small group sessions, FAQs and QRGs documents.
11. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Eligibility

At commencement, the candidate must be eligible to obtain and maintain NV1 Security Clearance, required for this position.

To be eligible to obtain a Security Clearance, candidates are required to meet certain pre-screening requirements, including the requirement that the candidate provide evidence of Australian citizenship. Further information can be obtained from: [Security clearances | Sectors | Defence](#)

Mandatory qualifications

- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications or experience, which are appropriate to the duties.
- ITIL v3 certification or relevant experience in ITIL processes and ITSM systems
- ITIL 4 Certification and relevant experience managing service management practices

Experience

- Experienced as a Service Management & Project Delivery Specialist, including management of vendors.
- ITIL process implementation experience and good understanding of best practices & user training
- Experienced in stakeholder management involving communications to business SMEs and colleagues and technical teams

Notes

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

About the Bureau of Meteorology

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To Apply

Position Contact	Michael Webb, 0409 533 511
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763017

Bureau of Meteorology

Closing Date:Thursday 02 October 2025

Enterprise Services
Communications

Job Title	Parliamentary Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD, Sydney NSW, Hobart TAS, Darwin NT
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60017885
Agency Website	

Job Description

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

As a Commonwealth Government agency, the Bureau operates under the Climate Change, Energy, the Environment and Water Portfolio and reports to the Minister for the Environment and Water.

As one of the few organisations that touches the lives of all Australians and all of Australia, we take our responsibilities to report to the Parliament and respond to elected officials seriously. As our climate and weather continue to make daily headlines, we continue to be at the forefront of the minds of many in politics. We play a key role in many parliamentary inquiries and cross-government activities, providing our expertise in meteorology, climatology, and hydrology.

The Parliamentary Team leads the coordination of our contribution to all Parliamentary, Cabinet, Ministerial and intergovernmental activities. As a Parliamentary Officer you will help to coordinate our interactions with the Australian parliament and its constituents, and the wider Australian Public Service.

In a fast-paced role, no day will ever be the same. If you love the adrenaline of deadlines and having multiple priorities, this is the right job for you.

Duties

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

1. Support your team to coordinate officials' engagement in the parliamentary process, including question time briefs, appearances at senate estimates and committee hearings, parliamentary inquiry submissions and Questions on Notice.
2. Coordinate timely and high-quality input from across the Bureau to develop briefings to support the Minister, and information requests from Commonwealth agencies.
3. Provide drafting advice and coordinate ministerial correspondence and ministerial submissions in accordance with Bureau and ministerial requirements.
4. Undertake environmental scanning, research or data collection as needed to inform briefs or other processes.
5. Utilise knowledge of the Bureau's unique operating context, and its connectivity with emergency management to provide advice on intergovernmental climate reporting.
6. Support the preparation of briefs for the Minister leading up to and during high impact events such as severe weather.

Eligibility

Australian Citizenship

Notes

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

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To Apply

Position Contact	Edda Mwangi, 03 9669 4081
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0763021

Job Title	Parliamentary Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW, Hobart TAS, Darwin NT
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60015886
Agency Website	

Job Description

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

As a Commonwealth Government agency, the Bureau operates under the Climate Change, Energy, the Environment and Water Portfolio and reports to the Minister for the Environment and Water.

As one of the few organisations that touches the lives of all Australians and all of Australia, we take our responsibilities to report to the Parliament and respond to elected officials seriously. As our climate and weather continue to make daily headlines, we continue to be at the forefront of the minds of many in politics. We play a key role in many parliamentary inquiries and cross-government activities, providing our expertise in meteorology, climatology, and hydrology.

The Parliamentary Team leads the coordination of our contribution to all Parliamentary, Cabinet, Ministerial and intergovernmental activities. As a Parliamentary Officer you will help to coordinate our interactions with the Australian parliament and its constituents, and the wider Australian Public Service.

In a fast-paced role, no day will ever be the same. If you love the adrenaline of deadlines and having multiple priorities, this is the right job for you.

Duties

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

1. Support your team to coordinate officials' engagement in the parliamentary process, including question time briefs, appearances at senate estimates and committee hearings, parliamentary inquiry submissions and Questions on Notice.
2. Coordinate timely and high-quality input from across the Bureau to develop briefings to support the Minister, and information requests from Commonwealth agencies.
3. Provide drafting advice and coordinate ministerial correspondence and ministerial submissions in accordance with Bureau and ministerial requirements.
4. Undertake environmental scanning, research or data collection as needed to inform briefs or other processes.
5. Utilise knowledge of the Bureau's unique operating context, and its connectivity with emergency management to provide advice on intergovernmental climate reporting.
6. Support the preparation of briefs for the Minister leading up to and during high impact events such as severe weather.

Eligibility

Australian Citizenship

Notes

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

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To Apply

Position Contact	Edda Mwangi, 03 9669 4081
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763054

Bureau of Meteorology

Closing Date: Thursday 02 October 2025

Data & Digital
Application Services

Job Title	Senior Developer – IT Applications
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT, Perth WA, Hobart TAS, Darwin NT
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60001036
Agency Website	

Job Description

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

The IT Applications team within the Application Operational Services section is accountable for providing 24x7 critical ongoing support and preventative maintenance for applications supporting the Weather (including Aviation and Community Services) and Climate sectors. We aim to deliver an exceptional customer experience for our colleagues and customers by providing specialised expertise and support.

The occupant of this position will join a team of IT professionals responsible for development, configuration, deployment and support of Visual Weather and Panther for key users. The successful applicant will have demonstrated experience in developing and supporting complex meteorological or GIS applications using python, shell scripts, HTML, XML and Linux. Highly desirable skills include web application development and support, php, pandas, Apache, and APIs as well as knowledge of Amazon Web Services. A basic understanding of testing methodologies and software packaging tools will also be highly regarded.

Excellent technical analysis, problem solving, communication and teamwork skills are required, as well as flexibility and a willingness to learn new technologies. The occupant will be involved with interactions with application and system vendors as well as other technical teams and forecasting experts across the Bureau.

Duties

1. Development and maintenance of applications within established standards and agreed SLAs / timelines
2. Investigation and resolution of incidents and problems within agreed SLAs
3. Testing, packaging and deployment of configuration and software changes
4. Developing and maintaining system documentation, including user documentation and standard operating procedures for support
5. Ensuring adherence to Technology Policies and Procedures, including Incident, Problem and Change Management
6. Continuous Improvement of systems, standards and processes for best practice
7. Planning and prioritising tasks effectively to meet support SLAs and agreed timelines
8. Liaising effectively with colleagues, management, internal customers and stakeholders to achieve role outcomes
9. Other duties as required
10. Participation in an out of hours on call support roster
11. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship
- Available for after-hours roster restriction

Notes

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

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environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	David House, david.house@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0763056

Job Title	Senior Applications Development and Support Engineer - Satellite Applications
Job Type	Full-Time, Ongoing
Location	Perth WA, Hobart TAS, Melbourne VIC, Canberra ACT, Brisbane QLD, Sydney NSW, Adelaide SA, Darwin NT
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60010465
Agency Website	

Job Description

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

The IT Applications team within the Application Operational Services section is accountable for providing 24x7 critical ongoing support and preventative maintenance for applications supporting the Weather (including Aviation and Community Services) and Climate sectors. We aim to deliver an exceptional customer experience for our colleagues and customers by providing specialised expertise and support.

The occupant of this position will join a team of IT professionals responsible for development, configuration, deployment and support of satellite data processing applications which ingest and process data to generate products that are essential to all areas of the Bureau including Forecasting Operations, Weather Model generation and Climate. The successful applicant will have demonstrated experience in developing and supporting complex data processing applications using Python, shell scripts, HTML and Linux. A basic understanding of scientific programming in languages such as Perl, Fortran, C and Java, as well as testing and software packaging deployment methodologies and tools will also be highly regarded.

Excellent technical analysis, problem solving, communication and teamwork skills are required, as well as flexibility and a willingness to learn new technologies. The occupant will be involved with interactions with other technical teams and forecasting experts across the Bureau.

Duties

1. Development and maintenance of applications within established standards and agreed SLAs / timelines
2. Investigation and resolution of incidents and problems within agreed SLAs
3. Testing, packaging and deployment of configuration and software changes
4. Developing and maintaining system documentation, including user documentation and standard operating procedures for support
5. Ensuring adherence to Technology Policies and Procedures, including Incident, Problem and Change Management
6. Continuous Improvement of systems, standards and processes for best practice
7. Planning and prioritising tasks effectively to meet support SLAs and agreed timelines
8. Liaising effectively with colleagues, management, internal customers and stakeholders to achieve role outcomes
9. Other duties as required
10. Participation in an out of hours on call support roster
11. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship
- Available for after-hours roster restriction

Notes

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To Apply

Position Contact	David House, david.house@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0762976

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

Closing Date:Wednesday 01 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Operations

Job Title	Compliance and Wildlife Operations Manager
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	\$95,438 - \$108,360
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Expected to work on site
Classification	APS Level 6
Position Number	2025/2513
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them.

The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage.

In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Compliance and Wildlife operations section conducts and monitors compliance activities in accordance with the Environment Protection and Biodiversity Conservation Act 1999 (EPBC ACT) and Regulations (2000) and the Kakadu National Park Management Plan and Lease Agreement.

Duties

- Manage a small team of staff in coordinating and conducting compliance, monitoring and support programs across Kakadu National Park
- Manage a small team in the implementation of crocodile management activities and strategies across Kakadu National Park
- Manage relevant database/s, records and operational systems including data entry, analysis and reporting
- Assist in the development, review and monitoring of the Kakadu Compliance and Enforcement Strategy

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

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

Mandatory Qualifications - Certificate IV in Government Investigations

Notes

We currently have one vacancy available for immediate filling in Kakadu NT. A merit pool for filling the same or similar position in Kakadu NT may be established at the conclusion of this selection process.

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

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

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

To Apply

Position Contact	Ian Douglass, 0476 921 725
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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

Closing Date: Sunday 30 November 2025

COP31 Operations; International Climate Negotiations
Several Several

Job Title	COP31 Surge Register (APS Secondment)
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA
Salary	-
Future Merit Locations	Various locations - TAS, Various locations - VIC, Various locations - NSW, Various locations - ACT, Various locations - QLD, Various locations - NT, Various locations - WA, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements will be considered based on operational requirements
Classification	APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2025/2467
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=C2A44E25-6A11-CAD2-16D9-E43533DBBFD6>

The COP31 Surge Register (the Register) provides **ongoing APS employees** with the opportunity to register for upcoming temporary secondment opportunities with the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) COP31 team.

Who we are

Australia is bidding to host the United Nations Framework Convention on Climate Change's 31st Conference of the Parties (COP31) in 2026, in partnership with the Pacific. If successful, COP31 will be held over three weeks in November 2026 in Adelaide. COP31 is a whole of Australian Government priority and will see representatives from governments across the globe, civil society and media come together to address the collective impacts of climate change.

The COP31 Surge Register provides ongoing APS employees with the opportunity to register for upcoming secondment opportunities with the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) COP31 team.

For more information on the UNFCCC and COPs, visit the UNFCCC site [here](#).

Duties

Who are we looking for?

We're seeking high-performing ongoing APS professionals across APS5 – EL2 levels for Operations, Policy and Executive Support roles, including:

- Procurement and Contract Management
- International Engagement (Pacific and Global)
- Strategic Policy and Negotiations
- Event Logistics (Venues, Accommodation, Transport, Airports)
- Stakeholder Engagement
- First Nations Policy and Engagement
- Strategic Communications
- Event Planning, Coordination and Integration
- Corporate Capabilities (HR, Finance, Legal, Governance, Risk, Admin and Executive Support).

Experience in major event delivery is highly regarded.

A job with DCCEEW's COP31 Team offers:

- an exciting opportunity to play a critical role in the delivery of a key priority of the Australian Government
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- the opportunity to work with dynamic and experienced leaders who encourage and support you, to achieve your career ambitions.

Location

The COP31 team is geographically dispersed, and applications are welcome nation-wide. Short-term domestic and international travel maybe required, as well as willingness to work outside core hours and travel at short notice. Maintenance of a safe and sensible working environment is a priority for the COP31 Team.

Employment Type

This register is for temporary secondment opportunities for ongoing APS employees only.

Secondments will initially be through to the end of November 2025.

Security Clearance Required

A security clearance may be required, depending on the role.

Eligibility

Eligibility

- **Ongoing APS 5 - EL 2 APS employees** are eligible to be considered.
- Applicants must discuss their interest with their supervisor and receive SES Band1 Endorsement prior to submitting application.
- Applicants must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At DCCEEW to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All COP31 team members are required to have a minimum baseline security clearance.
- Successful applicants will be assessed through our pre-employment screening checks, such as a National Criminal History Check, and may be subject to a probation period.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Notes

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

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

To Apply

Position Contact	COP31 Recruitment, COP31Recruitment@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C2A44E25-6A11-CAD2-16D9-E43533DBBFD6

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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