



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS37 Daily Gazette Wednesday - 11 September
2024.pdf

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS37 Weekly Gazette Thursday - 12 September 2024.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 - 12 September 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0747687

Australian Charities and Not-for-profits Commission
(ACNC)

Closing Date:Wednesday 25 September 2024

Australian Charities and Not-for-profits Commission
Various teams

Job Title	Australian Charities and Not-for-profits Commission Charity Services Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$70,280 - \$75,824
Classification	APS Level 3
Position Number	EXT_ACNC_042_2024
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/?jati=39837568-F80B-DE49-3119-DB1A5160AA11>

Duties

We are seeking Charity Services Officers to join the Australian Charities and Not-for-profits Commission (ACNC).

As a Charity Services Officer, you will action tasks and activities that support the delivery of ACNC’s core charity regulation services. This includes customer service, records management and cross-checking data across multiple sources.

You will work collaboratively to assist with resolving workplace issues by referring to procedures and protocols and providing advice and support for straight forward administrative and business activities.

These roles may work across the ACNC depending on work priorities.

Eligibility Notes

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

About the Australian Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that

understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

To Apply

Position Contact	Bradley Dylan, (03) 8612 6999
Agency Recruitment Site	https://ato.nga.net.au/?jati=39837568-F80B-DE49-3119-DB1A5160AA11

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Vacancy VN-0747877

Australian Fisheries Management Authority

Closing Date:Wednesday 25 September 2024

Fisheries Data and Licensing Services
Fisheries Information Services Branch

Job Title	APS 6 Senior Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$97,004 - \$107,269
Classification	APS Level 6
Position Number	C00273
Agency Website	

Job Description

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

Duties

ONGOING VACANCY
APS 6 Senior Data Analyst C00273
Fisheries Information and Services Branch, Canberra

Are you passionate about data analysis, problem solving, and quality stakeholder engagement? Do you want to further develop

your analytical skills while supporting Commonwealth fisheries? Then consider a career in our Fisheries Data and Licensing Services team at the Australian Fisheries Management Authority (AFMA).

As the Senior Data Analyst, you will be responsible for undertaking expert data analysis to create impactful reports, visualisations and dashboards that integrate data from a range of sources to deliver insights across the agency as required. This complex analysis will support clients to realise value from data.

You will assist the Manager Fisheries Data and Analytics to deliver strategic engagement in data analytics and data analysis to AFMA through the implementation of AFMA's Data Strategy, which includes investment in modernising AFMA's business IT systems and infrastructure.

You will be required to use your communication and negotiation skills to drive positive change in data usage and literacy for AFMA.

Please refer to the position description for further information.

Eligibility

- AFMA staff are employed under the *Australian Public Service Act 1999*. All applicants must be Australian citizens.
- The successful applicant will hold, or have the ability to obtain, a Baseline security clearance.

Notes

AFMA's method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.

Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the classification of this vacancy.

Contact Officer: Andrew Carlyle – andrew.carlyle@afma.gov.au 02 6225 5393
Closing date for applications is Wednesday 25 September 2024 (11pm AEST)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Andrew Carlyle, 02 6225 5393
Agency Recruitment Site	https://www.afma.gov.au/careers

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Australian Government Solicitor

Closing Date: Wednesday 25 September 2024

Australian Government Solicitor
Commercial

Job Title	Legal Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

<http://www.ag.s.gov.au/employment/current-vacancies.html>

Duties

Legal Assistant

- Legal Assistant (APS4)
- Full time roles in Sydney

Opportunities exist for full-time ongoing and non-ongoing Legal Assistant roles in our Sydney office.

About us

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

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

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

AGS is diverse. With offices in every capital city and a team of 715 staff, including over 500 lawyers, we work in more than 40 different areas of law related to government.

About the role

Vacancies currently exist for Legal Assistants to support lawyers in our Commercial practice group.

Our lawyers work with a wide range of Commonwealth agencies and provide specialist legal

advice on some of the largest and most sensitive matters affecting the Australian Government. In this role your duties will include working with legal support staff and lawyers to prepare legal documents and general administrative tasks.

For further information about the requirements of the role, please refer to the role description available on our recruitment portal.

About you

This role will suit an experienced Legal Assistant that will ideally have:

- at least 2 years' legal assistant experience
- a genuine commitment to client service
- good judgement and the ability and willingness to take on a variety of tasks
- well-developed written and oral communication skills
- an interest in undertaking training and development to learn new skills
- experience in the preparation of legal documents including contracts, reports, property documents and templates to a high professional standard
- excellent word processing skills with a good typing speed and a high level of accuracy
- experience preparing and reviewing invoices and entering time into billing systems in a legal firm.

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

With open door access to some of Australia's most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

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

To apply

To apply, please click the 'Apply' button. Applications close at 5:00pm (AEST) on Wednesday, 25 September 2024.

Further enquiries

Further information can be obtained by Kim Da Pozzo, HR Business Partner 02 6253 7272.

Eligibility

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

Notes

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

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 715 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

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

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Vacancy VN-0747839

Australian Law Reform Commission

Closing Date:Wednesday 25 September 2024

Job Title	Director, Communications and Engagement
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$155,045 - \$164,486
Classification	Executive Level 2
Position Number	0385/24-EXT
Agency Website	

Job Description

<https://agcareers.nga.net.au/?jati=721D868E-B692-FF5E-4E72-DB1B41092757>

To obtain a copy of the Vacancy Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Our Opportunity

This is an exciting opportunity to shape and deliver the ALRC's communications and engagement as we grow and engage with broader and diverse audiences. Together with the executive and legal teams, the Director will be responsible for designing and

implementing the ALRC's communications strategy to position the ALRC as a centre of excellence and the leading Australian agency for law reform.

The Director will be part of the leadership team and play a critical role in effectively communicating the work of the ALRC to organisational and inquiry-specific stakeholders and the broader community, including through media releases and media engagement, the ALRC website, social media channels, ALRC events, and the development of inquiry-specific communications products. A key component of the role will be working closely with the legal teams to translate complex legal ideas into easily understood and engaging content that can be used in a range of forums.

Who are we looking for?

We seek people who bring novel ideas, diverse experiences, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Specific requirements of the role:

- **Strategy:** Work with the executive and legal teams to develop a communications strategy and implementation plan that promotes the ALRC as an authoritative centre of excellence and nation leader in law reform;
- **Media:** Manage media engagement including by providing high level media advice, developing and maintaining relationships with the media, writing media releases and responding to media enquiries;
- **Online and digital communications:** Manage and deliver the ALRC's online communications, including social media engagement, posting and audience growth, website development, e-newsletters and liaising with external web developers as necessary;
- **Events:** Work with legal teams to design, organise, publicise and deliver ALRC events to showcase the work and enhance the profile of the ALRC and facilitate engagement with stakeholders and the general public;
- **Project-based communications:** Summarise and present the work of the ALRC in a way that is accessible to the broader community, including by providing expert guidance and professional development to the ALRC research teams on communication styles (including Plain English and design/graphics); and initiate and implement innovative, inquiry-specific communications strategies, such as videos, online surveys, and content in a range of accessible formats; and
- **Other tasks:** If required, manage the external editing, layout and production of ALRC publications, including inquiry reports and the annual report. This includes managing supplier relationships with external editors, designers and printers as needed.

How to apply

Applications are to be emailed to **HR@alrc.gov.au**.

As part of your application, you will need to provide:

- your current résumé (no more than three pages)
- a statement of claims (max. 750 words) explaining why you are suited to the role and the ALRC with reference to the Selection Criteria as outlined above
- the names and contact details of two referees, preferably including a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email **HR@alrc.gov.au**. **Eligibility**

Selection criteria:

1. Experience developing and implementing professional and innovative communications strategies that reflect the organisation’s purpose and takes account of multiple and diverse audiences;
2. Proficiency with media management including providing advice on strategic media engagement and relations;
3. Strong website creation and social media content generation skills and experience providing data and evidence-based communications advice;
4. Experience with Plain English, typesetting, document design, graphics, video production and publishing tools;
5. Ability to produce clear, concise, well-presented and audience-specific written and audio-visual material;
6. Experience with creating and implementing events (on-line and in-person); and
7. Commitment to innovation, teamwork, collaboration and excellence in products.

The range and nature of work within the ALRC requires a workforce that reflects our diverse society and the department provides a number of support mechanisms for employees.

As an ALRC employee, you will:

- be part of an inclusive and diverse work environment;
- receive a generous starting salary and work conditions;
- benefit from supportive learning and development; and
- benefit from supportive learning and development.

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Australian Law Reform Commission

To Apply

Position Contact	Ruth Barson, N/A
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=721D868E-B692-FF5E-4E72-DB1B41092757

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Property and Construction

Job Title	Project and Contract Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2024/223
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION

As announced as part of the October 2022 Budget, the Department of Finance is leading the development of a [National Security Office Precinct](#) (the Precinct) at York Park in Barton, ACT. The Precinct will provide a permanent solution to the critical accommodation and capability requirements of several national security and other Commonwealth agencies including the Office of National Intelligence and parts of the Department of Foreign Affairs and Trade.

As an enabling project to the Precinct's development, a multi-level car park will be constructed adjacent to the John Gorton Building in Parkes, ACT (referred to as the John Gorton Campus Car Park).

Further information of the project can be found [here](#).

Duties

THE OPPORTUNITY

- There are currently two exciting Project and Contract Manager opportunities to work within an energetic, high pace team responsible for delivering this nationally significant project. You will work under the direction of the Director and provide expert, authoritative, and responsive support and advice to the Project Director and Contract Administrator.

Key responsibilities include:

- Leading and managing contractors, subcontractors, and stakeholders. Maintaining program, budget, and project requirements.
- Managing change in accordance with the contract and commercial protection of the Project to ensure value-for-money outcomes.
- Strong contract, commercial and financial risk management, and accurate forecasting of costs across various Work Packages under a Managing Contractor delivery mode.
- Leading commercial planning and implementation in an environment of multi-faceted internal and external stakeholders needs.
- Managing contractual agreements, negotiations, procurements, and relationships.

- Assessing claims and ensuring compliance with commercial requirements in the contract and ensuring that the project deliverables are in accordance with the contract documentation.
- Ensuring and managing value-for-money outcomes in accordance with the *Public Governance & Accountability Act 2013*.
- Directing and supporting project functions and capability uplift.
- Responsibility for planning, budgeting, reporting and monitoring of the Cost Plan.
- Ensuring project records and data are maintained and up to date.
- Ensuring compliance with all relevant legislative provisions and timeframes, not limited to Security of Payments.
- Managing commercial issues, minor and major contract disputes and claims, reporting and advising on issues to the Director.

Roles within the Branch will offer the opportunity to work closely with a range of national security and other Commonwealth agencies as well as senior technical and commercial advisors and specialists.

DETAILED VACANCY INFORMATION

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

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Michael Goulder, (02) 6215 3213
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0747879

Department of Finance

Closing Date:Wednesday 25 September 2024

ICT

Job Title	Automation Manager, Executive Level 1
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/231
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Internal Services Branch is responsible for managing the Service Centre, Application Support, Automation, AI and Quality Assurance, ICT projects, and the Finance Information Environment and its supporting technology. The Automation, Artificial Intelligence & Quality Assurance Team (AAIQA) is responsible for assuring the quality of software and infrastructure solutions developed and/or deployed by the Division. We also develop RPA automations and support AI for the department. The team provides testing services for small to large projects across the department as well as support the BAU functions for application support and IT infrastructure.

Duties

THE OPPORTUNITY

The Automation Lead is a critical role to the Automation team and is responsible for the smooth operation of the RPA environment. This involves managing people, resources and governance through:

- Leading the Automation team to deliver RPA solutions through:
 - Managing a small team of automation practitioners.

- Overseeing best-practice design for automation and updating design standards as required.
- Management of the technical environment including liaison with departmental ICT on infrastructure, licencing and trouble shooting.
- Management of the control room team for automations already in production (50+ active automations) including scheduling, capacity management, exception identification and management, performance management and reporting.
- Ensuring governance and procedures are in alignment with the Robotic Operating Model and revising as required.
- Leading improvement initiatives, and
- Reporting on the value and benefits of the RPA solutions developed.
- Managing, mentoring and providing technical support to the automation developers through strong leadership and effective line management.
- Partnering with business and data analysts within the team to work with business areas across the department to develop fit for purpose automation solutions addressing business process challenges.
- Working with the Director and other team leads to refine the strategic road map of the Automation function ensuring alignment with departmental strategic objectives.
- Working with colleagues across ICTD, contributing to divisional leadership group discussions and projects in the delivery of outcomes aligned with integrated business planning for the branch, division and department.
- Reviewing changes in technology and recommending new automation products that could be adopted.

DETAILED VACANCY INFORMATION

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

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through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Alison McIntosh, 0436 654 835
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0747737

Department of Home Affairs

Closing Date:Tuesday 08 October 2024

ICT Division
Visa Citizenship & Digital Systems Enterprise Integration Services

Job Title	Non-Ongoing Apollo Neurodiversity Program Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$64,392 - \$73,981
Classification	APS Level 3
Position Number	134179
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134179/>

About our team

Chief Operating Officer Group | ICT Division | Visa Citizenship & Digital Systems | Enterprise Integration Services

The Apollo Neurodiversity Program (Apollo) is a Department of Home Affairs (the Department) initiative designed to provide career pathways in ICT for neurodivergent people. Apollo will enable the Department to grow our inclusive and diverse workforce and

leverage their unique experience, views and talents.

Apollo offers the opportunity to work in our ICT Division where you can learn about our systems and technologies that protect and support Australia's prosperity, security and unity. Apollo also allows you to develop a long-term career pathway in ICT and the Australian Public Service (APS).

Apollo offers the following opportunities:

- A neurodiverse friendly and inclusive recruitment process
- 12-month non-ongoing employment with a competitive salary
- Learning and development - including on the job and formal training/qualifications
- Ongoing support and coaching throughout the program from an experienced Neurodiversity Consultant for you and your supervisor
- A dedicated Departmental Relationship Manager.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

ICT Division's work touches every area in the Department, and we are responsible for running and sustaining hundreds of our ICT systems.

ICT Division offers a wide range of roles and ICT vocations that provide hands on experience with some of the most unique technologies such as biometrics and SmartGates at our airports.

We are looking for neurodivergent candidates who:

- Are passionate about ICT
- Are keen to learn ICT skills
- Have a strong interest growing a successful career in the APS.

Duties

Duties and responsibilities

Apollo is offering several roles across various branches within ICT Division, with the following roles are available:

- ICT Junior Architect
- Various Cyber Security Roles including Security Analyst, Graphic Designer and Cyber Risk Administration and Reporting
- Business Analyst/System Administrator
- Various Software Developer roles including Java, JavaScript, Angular
- ICT Technical Support Officer/Service Delivery and Management
- Junior Test Analysts.

For further information on the roles available and other program information, a Candidate Information Pack and Neurodiversity Evidence Form is available from the contact person.

Eligibility

Evidence for Affirmative Measure Requirements

Candidates will be required to provide evidence of a neurodivergent condition to satisfy eligibility requirements before shortlisting commences.

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 an Employment Suitability Clearance (ESC).

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.

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.

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

About the Department of 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	Jay White, 0481 546 840
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134179/

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Vacancy VN-0747815

Department of Home Affairs

Closing Date:Tuesday 24 September 2024

ICT
Digital Delivery Identity and Biometrics Engagement and Delivery

Job Title	Identity and Biometrics Program Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$90,199 - \$103,770
Classification	APS Level 6
Position Number	JR 134244
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134244/>

GM Technology & Major Cap Group | ICT Division | Digital Delivery | Identity and Biometrics Engagement and Delivery Section

The Identity and Biometric Engagement and Delivery Section works collaboratively with service delivery areas across the Home Affairs Portfolio to enable the delivery of Identity and Biometrics and to provide a supporting capability, delivering against the Identity and Biometric strategy.

The Section assists in the implementation of new capability into business process. The section is the contact point for service delivery areas who identify issues surrounding identity and biometrics within their business from minor quality improvement initiatives through to major reform.

Team members work collaboratively with service delivery areas across the Portfolio to deliver against identity and biometric requirements and to improve supporting capability, this is done by assisting in identifying identity and biometric touchpoints, gaps, shortfalls and best practice in current business processes within the context of broader service delivery demands to support identity and biometric improvement and compliance.

It also provides program delivery management through the provision of capability in project management, business analysis and support and change management and reporting.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

- Experience in establishing and maintaining strong relationships with multiple stakeholders
- Research and analytical skills

- Document writing skills
- Sound understanding of business processes and system capabilities relating to Identity and Biometrics, or ability to acquire this knowledge
- Uses initiative to identify, troubleshoot and resolve complex issues.

Duties

The Identity and Biometrics Program Support Officer, APS 6 position will work in a team to coordinate, facilitate and report on section deliverables and engagement pieces across the portfolio in relation to identity and biometric bodies of work.

The position will support undertakings related to program and project delivery management, will engage with service delivery areas across the portfolio, providing advice and acting as a conduit between identity and biometric delivery functions and service delivery areas across the Department.

The Identity & Biometrics Program Officer provides support across identity and biometrics projects. The position will support Project Managers and other team members to deliver project outcomes, maintaining and monitoring project plans, project schedules, work hours, budgets, and project expenditure and preparing documentation including project plans, reports, briefing papers.

Eligibility

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

The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

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/careershttps://>.

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>

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	Emina Adriaans, 02 6198 7458
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134244/

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Vacancy VN-0747859

Department of Home Affairs

Closing Date:Wednesday 02 October 2024

Job Title	Assistant Secretary Civil Maritime Strategy and Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	60186734
Agency Website	www.homeaffairs.gov.au

Job Description

<http://www.executiveintelligencegroup.com.au/vacancies/>

The Australian Border Force (ABF) is responsible for reinforcing the Commonwealth's focus on the border as a strategic national asset. Charged with significant operational, compliance and enforcement responsibilities, the ABF brings together the full spectrum of operational border management across: maritime terrorism; prohibited imports and exports; marine pollution; illegal exploitation of natural resources; illegal activity in protected areas, compromise to biosecurity; piracy, robbery or violence at sea and unauthorised maritime arrivals.

Be part of something bigger and make a difference to the nation. Join a supportive and diverse environment that encourages innovation and creativity. Contribute to building a prosperous, secure and united Australia – work in a challenging but rewarding role that touches many parts of Australian life.

Duties

The Civil Maritime Capability Division, within Strategy and Capability Group, enables the delivery of Australia's Civil Maritime Capability Program. By connecting strategic thinking with tactical needs through deliberate program management, the Division takes a whole-of-program view to deliver long-term multi-billion-dollar capabilities; while remaining flexible to solve complex day-to-day challenges. We plan, identify, evaluate, acquire and sustain the capability and operational infrastructure that enables Australia to fully protect sovereign jurisdiction and uphold our international obligations and treaty arrangements offshore.

Assistant Secretary Civil Maritime Strategy and Policy is responsible for the oversight of the ABF's civil maritime strategic planning, capability planning and policy (Cabinet) program. They undertake strategic engagement, advice and communication, ensuring the prioritisation of issues for consideration by Government.

We are looking for high calibre officers, who will accept the challenges associated with advancing the ABF's objectives while developing, amongst others, the values of integrity, respect and diversity.

To be successful in this role you will:

- be an accomplished leader, with a strong track record in delivering operational outcomes or significant policy and strategy outcomes;
- demonstrate an ability to lead in a large, operationally complex organisation and be adept at crafting and delivering enterprise wide policy, legislative, compliance and operational solutions;
- have the proven ability to forge clear directions and deliver large and complex policy projects within tight timeframes;
- display political acumen, superior communication and demonstrated capacity to effectively collaborate across Government and with international and industry stakeholders; and
- have experience in contributing to, influencing and implementing strategic initiatives.

Eligibility

The successful candidate must:

- be an Australian Citizen;
- obtain and maintain a security clearance at a minimum of Negative Vetting 2
- obtain and maintain Department based clearances.

Notes

This role is currently based in Canberra ACT, other locations may be considered by exception.

This advertisement will be used to fill a current vacancy and to create a merit pool for future vacancies arising over the next 18 months.

Please visit <http://www.executiveintelligencegroup.com.au/vacancies/> to find out more about the role and the application process.

Applications are to be submitted by no later than **11:59 PM AEST on Wednesday 2 October 2024**.

If you have any queries or need assistance with the application process, or if you would like to discuss your application, please contact **Tricia Searson** or **Karina Duffey** on **(02) 6232 2200**. Enquiries will be kept in strict confidence.

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

About the Department of 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	Tricia Searson or Karina Duffey, 02 6232 2200
Agency Recruitment Site	http://www.executiveintelligencegroup.com.au/vacancies/

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Vacancy VN-0747807

Job Title	EL2 Directors, Compliance Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$156,255 - \$179,326
Classification	Executive Level 2
Position Number	90-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Compliance Branch is one of four branches of the Foreign Investment Division (the Division). The Division is responsible for all policy and operations in relation to Australia's foreign investment regime. It administers Australia's foreign investment laws as outlined in the Foreign Acquisitions and Takeovers Act 1975 (the Act) and provides advice to the Government on foreign investment policy.

The Division administers the foreign investment framework, closely engages with counterparts across Commonwealth, State and Territory governments and has significant links into the private sector. It supports the Foreign Investment Review Board (FIRB) which is a non statutory body that advises the Treasurer and Government on foreign investment matters.

The Compliance Branch uses a combination of stakeholder engagement, market intelligence, compliance assurance and enforcement methods to maintain strong compliance with Australia's foreign investment laws. The Compliance Branch is responsible for:

- establishing and maintaining a risk-based regulatory compliance operating framework, supporting certainty, transparency and consistency in regulatory compliance activities
- enabling voluntary compliance with Australia's foreign investment and laws through the provision of advice and outreach programs
- providing assurance that foreign investors understand and are meeting their obligations under Australia's foreign investment laws
- responding in a risk-based and proportionate manner to identified or suspected non-compliance, addressing non-compliance and where appropriate, enforcing compliance through penalties and sanctions.

Duties

We are looking for qualified and experienced regulatory professionals to lead teams in the Division's Compliance branch. There are two positions available to lead teams who investigate compliance with foreign investment laws in various ways. This includes investigating and auditing compliance with conditions imposed on investment approvals and obligations to notify certain foreign investments.

Key duties

- Operational and strategic leadership: lead and manage investigations of foreign investment compliance, in line with Commonwealth legislation and best practice standards. This includes to:
 - Undertake proactive and reactive compliance activities to assess and detect non-compliance
 - Ensure the correct application of legislation, administrative law principles and regulatory instruments to make evidence-based recommendations and decisions

- Apply strategic approaches and sound judgement to achieve goals, identify emerging risks and issues, consider implications, and develop and recommend appropriate responses or solutions.
- Leadership & Team Management: lead, mentor, and motivate diverse teams, including to build capability develop a team to perform at their best and deliver outcomes.
- Stakeholder Engagement: Develop and manage multiple relationships across Treasury and with external agencies to advance Treasury's foreign investment regulation and enforcement outcomes.
- Advisory & Strategic Contributions: Provide timely advice to senior executives, Ministers, and key stakeholders, and contribute to broader Treasury initiatives where needed.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Proven ability to lead teams to investigate complex commercial matters within deadlines, including in high pressure environments.
- The ability to apply strategic approaches to achieve goals and create a shared sense of purpose within and across teams.
- Qualifications in law, accounting, economics and/or finance or extensive compliance and enforcement experience.
- Ability to hold or obtain a minimum national security clearance Negative Vetting Level 1.
- Excellent interpersonal, and oral and written communications skills.
- Proven experience with information collection and methodologies to support complex investigations and audits.
- The exercise of sound judgement, leadership and support to others; and positivity and resilience to achieve objectives.
- Proficiency in interpreting and applying legislation, administrative law principles, and regulatory frameworks to complex and specialised matters to make recommendations about approaches to compliance and enforcement.

Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

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

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

About the Department of the Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Gabrielle Ford, 02 6263 1308
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0747749

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 22 September 2024

Corporate Services Legal Services

Job Title	Paralegal / Administration Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	-
Classification	APS Level 5
Position Number	919
Agency Website	

Job Description

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

We are seeking a Paralegal / Administration Manager to be a member of the Legal Services team. This position is individually and jointly responsible for overseeing and managing the day-to-day operations of the Legal Services Section (Section) and contributing to the section's long term objectives.

In addition, the Paralegal / Administration Manager supports the section's lawyers in their provision of a broad range of in-house legal services to the Reef Authority. The matters to which those legal services relate can include:

- property and commercial transactions;
- native title advice / implementation;
- procurement advice and contract drafting;
- freedom of information and privacy advice / processing;

- administrative law advice;
- statutory interpretation;
- dispute resolution advice / representation;
- delegations advice / management;
- legislative amendments advice / implementation; and
- legal awareness training (Matter Types).

The section also manages the engagement, briefing and supervision of all external legal services providers, including counsel.

The Paralegal / Administration Manager is responsible for a range of reporting requirements, monitoring of the progress of the work undertaken by the section, providing advice and information to Reef Authority colleagues concerning their legal services needs, assisting with the formulation and implementation of the section's budget, and instigating and leading innovations to improve systems, processes and reporting to enable the section to deliver a high level of service to its clients and stakeholders.

The Paralegal / Administration Manager is expected to operate independently with minimal direction and supervision and to be a team player who works closely and collaboratively with all section staff. **Duties**

1. Lead and manage the efficient running of the section administration including managing priorities and deadlines across the team, managing and monitoring the allocation of work to legal officers, developing and updating procedure documents, co-ordinate and contribute to section meetings and provide guidance and training to team members on administrative matters.
2. Oversee, monitor and review the section budget, including real time monitoring of budget status and undertake routine, tailored and complex budget reporting.
3. Prepare and coordinate section input into routine and non-routine reporting requirements with minimal direction and in an organised, efficient and timely manner.
4. Implement (and develop and implement innovations for) electronic document management systems, procedures, templates, financial systems (including general legal payment processes), accountability reporting, and other workflow systems including allocation of legal advice requests and contract approvals.
5. Apply technical knowledge and interpersonal skills to manage complex client enquiries via telephone, email and written correspondence, and provide guidance to Reef Authority staff on routine legal matters, particularly procedural matters ensuring that client service standards are met.
6. Prepare, and assist in preparation and quality assurance of correspondence including letters, briefings and board papers for both routine and more complex matters and undertake legal research and information retrieval, sorting and analysis on behalf of Legal Officers in preparation for the development of formal legal advice.
7. Assist, at an appropriate level, the section's lawyers to deliver high quality legal services in relevant **Matter Types**.
8. Apply a sound understanding of relevant statutory, regulatory and policy frameworks in order to draw conclusions, interpret and apply guidance material and resolve recurring problems.

Eligibility

Applicants **must**:

- be an Australian citizen at time of applying for position,
- be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.

Desirable requirements

- demonstrated high level skills and experience in the use of Microsoft Office suite of products;
- have previous experience as a paralegal or in a legal environment; and
- have legal qualifications or be working towards obtaining legal qualifications.

Notes

Applicants **must** read all the information outlined in the **position description**.

To find out more about working for the Reef Authority, including **how to apply**, for tools and tips on applying for a position, visit the Great Barrier Reef Marine Park Authority [careers page](#) .

Previous applicants need not apply.

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Tanya McKinven, (07) 4057 0702
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0747855

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Wednesday 02 October 2024

APVMA
Office of the Executive General Counsel Office of the General Counsel

Job Title	Deputy General Counsel
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	\$143,574 - \$166,137
Classification	Executive Level 2
Position Number	01163
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Under broad direction of the General Counsel, the Deputy General Counsel helps manage the Office of General Counsel, which is responsible for overseeing all legal aspects of the APVMA's regulatory, administrative and corporate functions, and assists the business with identifying and mitigating legal risks.

The Deputy General Counsel will deliver effective and succinct legal advice and related services in relation to legal and regulatory matters across different parts of the business, ensuring each matter is managed strategically and efficiently, risks are mitigated, and the desired outcome is achieved. The Deputy General Counsel will also engage with key external stakeholders on legal matters, as appropriate.

Working at the EL2 classification, the Deputy General Counsel will work with a high degree of independence and will support the General Counsel in establishing priorities, practices and methodologies to deliver quality legal outcomes for the APVMA

Duties

Under direction of the General Counsel and, as part of the Office of the General Counsel, your duties may include:

- Supporting the APVMA Executive and the General Counsel in achieving the objectives and delivering on the strategies of the APVMA's Corporate Plan.
- Providing high quality, timely and strategic legal advice and support on a range of complex administrative law, statutory interpretation, compliance, enforcement, privacy and commercial law issues relevant to the APVMA.
- Building and maintaining professional and effective working relationships at all levels within the APVMA and external agencies, including external legal providers.
- Assisting with the management of the Office of General Counsel including compliance with the Legal Services Directions, supervision of APS legal officer(s) and the delivery of legal training to areas of the APVMA in support of their legal needs.
- Drafting and developing legislative instruments, operational guidance materials and regulatory documents and instruments.

Eligibility

1. Demonstrated ability to provide high quality legal advice in a complex and sensitive environment with a strong focus on client service.
2. Excellent people and negotiation skills and highly developed communication skills.
3. Extensive knowledge of and compliance with legislative frameworks, public administration, government decision-making and agency guidelines and regulations.
4. Highly developed ability to work as part of a team.

5. Demonstrated ability to solve complex problems and manage complex issues.

6. A high level of integrity and discretion and a willingness to abide by the APS Code of Conduct.
- Extensive experience in administrative law, commercial law and enforcement ideally in a Commonwealth context is desirable.

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Janine O'Donnell, 02 6770 2481
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Attorney-General's

Vacancy VN-0747856

Attorney-General's Department

Closing Date:Wednesday 25 September 2024

Corporate Services
Service Management and Processing

Job Title	Payroll Supervisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$94,729 - \$105,669
Classification	APS Level 6
Position Number	0370/24_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=6636FBEF-C28A-3E56-54DA-DB19661F8CEF>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

The Attorney-Generals Department is seeking an experienced payroll specialist within a shared services environment to join our payroll team.

This payroll supervisor supports the departments payroll function, working in partnership with our Human Resources Branch to provide timely guidance and advice to our users.

The role will contribute to our goal of ensuring consistent and efficient delivery of quality shared services through improving and streamlining processes, developing assurance frameworks and uplifting our Aurion and related systems.

How you can help us make a difference

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Our ideal candidate will:

- be accountable for quality team outcomes
- focus on continuous improvement
- be client focused
- be collaborative and encourage collaboration within the team and across the division
- have experience with payroll within a shared service environment
- sound knowledge of payroll procedures within the Australian Public Service (APS) payroll environment
- sound knowledge of current legislation and best practices
- interpret Legislation, Enterprise Agreements and Determinations
- have strong attention to detail
- demonstrate strong leadership capabilities.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required

information.

Successful applicants engaged into the APS will be subject to a probation period.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Alice Smith, (02) 6141 5903
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=6636FBEF-C28A-3E56-54DA-DB19661F8CEF

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Attorney-General's

Vacancy VN-0747857

Attorney-General's Department

Closing Date:Wednesday 25 September 2024

Corporate Services
Service Management and Processing

Job Title	Assistant Director, Payroll
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$114,780 - \$139,657
Classification	Executive Level 1
Position Number	0371/24_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=3EBC98D1-66B3-EE23-73E5-DB1966295F35>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

Attorney-General's Department is seeking an experienced payroll specialist, within a shared services environment, to lead our payroll team.

The Assistant Director, Payroll will support a strategic program of work to ensure consistent and efficient delivery of quality shared services, improving and streamlining processes, developing assurance frameworks and uplifting our Aurion and related systems

The role will provide leadership to the payroll team and provide input and direction into the departments Corporate Systems uplift project, to transform our Aurion system.

How you can help us make a difference

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Our ideal candidate will:

- be accountable for quality team outcomes
- focus on continuous improvement
- be client focused
- be collaborative and encourage collaboration within the team and across the division
- have experience with payroll within a shared service environment
- sound knowledge of payroll procedures within the Australian Public Service (APS) payroll environment
- sound knowledge of current legislation and best practices
- interpret Legislation, Enterprise Agreements and Determinations
- have strong attention to detail
- demonstrate strong leadership capabilities.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Alice Smith, (02) 6141 5903
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=3EBC98D1-66B3-EE23-73E5-DB1966295F35

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Attorney-General's

Vacancy VN-0747848

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 25 September 2024

Corporate
Corporate and Enabling Services Integrity, Security and Assurance

Job Title	Assistant Director Oversight and Assurance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$113,355 - \$136,660
Classification	Executive Level 1
Position Number	5577_09/24_COO
Agency Website	https://www.acic.gov.au/

Job Description

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

The ACIC currently has a number of Assistant Director Oversight and Assurance vacancies. This merit process may be drawn upon to fill both ongoing and non-ongoing vacancies over the next 18 months.

The Assistant Director Oversight and Assurance supports the Director in ensuring compliance with relevant legislation, policies and procedures governing the Australian Criminal Intelligence Commission's (ACIC) operational activity. This includes involvement in the development and maintenance of the ACIC's ongoing compliance and oversight framework and effective engagement with oversight bodies.

Duties

With highly developed communication and stakeholder engagement skills, the Assistant Director Oversight and Assurance will work with a variety of internal and external partners to ensure the ACIC's continuing regulatory compliance and contribute to the development, implementation and review of practices, procedures and policies to enhance a compliance culture within the ACIC, aligned with relevant legislation.

Our ideal candidate

To be successful in this role, you will demonstrate the following skills and attributes:

- Highly developed verbal and written communication, problem-solving and analytical skills.
- Strong interpersonal and liaison skills, including the ability to lead, develop and maintain productive internal and external working relationships, including the ability to collaborate, consult and share information credibly with different parts of an organisation to encourage support for compliance outcomes.
- Highly developed leadership skills, with the demonstrated ability to motivate and inspire others within their own team and across an organisation, modelling the APS values.
- Exceptional organisational skills with an ability to make sound judgements to deliver operational and strategic outcomes, under time pressure and with competing priorities.
- Excellent attention to detail and capacity for methodical and meticulous work outcomes, including the ability to follow record-keeping procedures, conduct compliance checks and use information management systems.
- Ability to think strategically and inform decision-making at senior levels, to improve business operations in alignment with agency goals.

Highly desirable attributes

- Demonstrated understanding of the role and functions of an intelligence or law enforcement agency.

- Demonstrated understanding and experience applying relevant legislation, government policy and operational practice.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Jodi, 02 6268 7400
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General’s

Vacancy VN-0747752

Job Title	Infrastructure Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,563 - \$121,628
Classification	APS Level 6
Position Number	13523
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13523/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention.
- Access to ongoing training and professional development opportunities

Duties

The AFP is responsible for the delivery of the key capital works programs nationally and internationally. The role is within the Pacific Police Infrastructure Program Team and is embedded in Defence in direct support to the delivery of the Pacific step-up. This involves working in complex geo-political environments, with an integrated workforce of Defence members and industry partners.

The role of Project Manager is to initiate, plan, implement and finalise projects within time, budget, scope, resourcing constraints and expectations. This delivery is achieved through establishing and

leading projects under relevant frameworks, and delivering project outcomes through direct management of external contracts, including management, design and construction contracts and other contractors.

The successful candidate will have the ability to manage projects and their respective stakeholders across a range of levels and disciplines, excel under pressure, demonstrate an excellent ability to make sound decisions and use judgement across a range of issues. They will also have contemporary experience in project management of capital works and have strong expertise in stakeholder engagement, management and negotiation. This position works in a fast-paced environment and requires the capacity to think strategically, identify opportunities and prioritise effort. It, therefore, requires a proactive and pragmatic attitude and high levels of organisational skills, self-drive and initiative. They will be able to manage risk and work effectively under pressure in a changing environment, to deliver high-quality advice and outcomes.

The role will require engagement with both the Pacific Infrastructure leadership team, the program and project delivery teams within Defence. Collaboration across various critical business areas within the AFP, with DFAT and international stakeholders will also be required.

As a Team Member and Team Leader in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below

What will you do?

- Proactively participate as a member of a team in the development, advocacy, prioritisation implementation and review of program deliverables to enhance Australia's national interests.
- Manage the development, delivery and implementation of capital works projects including delivery of infrastructure projects overseas, including full accountability for time, cost and quality outcomes.
- Engage with key stakeholders and form project specific relationships, to manage project outcomes in a successful and collaborative environment to further Pacific Policing Infrastructure Program objectives.
- Manage project procurement activities and participate in the negotiation of contracts and agreements, relating to the capital works projects.
- Analyse sensitive issues and risks and recommend solutions using expertise, taking the initiative to identify alternative courses of action and apply legislative, policy and regulatory frameworks appropriately.
- Lead, mentor and develop staff within the team.
- Provide the Program Manager, Coordinator and AFP Senior Management with high quality advice and provide progress reports/briefings on capital works projects.
- Pursue, develop and nurture internal and external professional networks and collaborative working relationships to ensure the efficient and effective management of the program.
- Ensure compliance with organisational directives and Australian government, foreign government and industry regulatory requirements.
- Maintain accurate records and comply with the reporting and other regulatory requirements of Government.
- Represent the AFP at various internal/external committee and stakeholder meetings.
- Undertake travel as required to oversee delivery of projects in the Pacific.

Eligibility

A Negative Vetting 1(Secret) security clearance or the ability to obtain one.

Minimum of five (5) years' experience in a like or related field.

Demonstrated experience in delivering capital works, including green field, refurbishments and fit out projects.

Certificate IV in Project Management or other project management qualification.

Notes

- This role is an AFP Band 7 role
- This role is located in ACT and applicants are expected to be based in ACT
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

As Australia’s national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia’s territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Shelley Komorowski, 0418487353
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13523/

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Attorney-General’s

Vacancy VN-0747696

Australian Financial Security Authority

Closing Date: Sunday 29 September 2024

Regulatory Operations Group

Job Title	Assistant Director, Regulatory Practitioner - various (EL1)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Hobart TAS, Perth WA
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	30203 30347 31661 31664
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

The Australian Financial Security Authority (AFSA) is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The Regulatory Operations Group is responsible for operations in Regulatory Services and Enforcement and Practitioner Surveillance. This work operationalizes AFSA's strategy, delivering integrated end to end regulatory services that supports clients through AFSA systems and ensures compliance in line with AFSA's approach to regulation to: People centric, Outcomes focused, Harms based, Intelligence led, and Strengths based.

Duties

The **Australian Financial Security Authority (AFSA)** is seeking skilled professionals to fill multiple (4) EL1 vacancies within Regulatory Operations Group:

Assistant Director, Business Operations & Delivery

As the Assistant Director, through the delivery of operational and strategic projects, business improvement and education initiatives, you will support the division to maintain compliance and improve practices in the way Official Receiver delivers its statutory functions as a regulatory steward of the insolvency system. The Official Receiver division maintains strong partnerships with financial counsellors, trustees, and debt agreement administrators, ensuring a balanced and equitable execution of our statutory responsibilities.

Assistant Director NPII Assessment, Audit and Maintenance

In this role you will be responsible for maintaining the National Personal Insolvency Index (NPII) which is a publicly accessible electronic database that records certain personal insolvency proceedings in Australia. The NPII Assessment, Audit, and Maintenance Team ensures compliance with relevant legislation by auditing and reviewing both users and the data contained within the NPII. Additionally, the team manages the ongoing maintenance of the index, including handling amendment requests and overseeing contracts with NPII stakeholders.

Assistant Director Targeted Harms

The Assistant Director Targeted Harms leads and manages a team in the development, consultation, delivery and evaluation of regulatory operations. You will work across regulatory operations to conduct advance analytics, operational and strategic analysis, and reports on a range of agency objectives including legislative reform. The role drives organisational objectives by continuously improving the analytical and intelligence products and services as well as a commitment to building analytics capabilities.

Assistant Director Technical

This position sits within the Surveillance section and monitors compliance of practitioners, undertakes statutory reviews, deals with complaints, assesses practitioner suitability for registration and takes disciplinary action. In this role, you will bring highly technical expertise and will be involved in preparing external reports such as the Regulatory Action Statement, compliance reports, Annual report, and PIR newsletter.

Qualifications and experience

While not essential, previous regulatory experience, insolvency, finance industry experience and/or relevant tertiary qualifications would be well regarded. Relevant vocational or tertiary qualifications include Law, Accounting, Commerce, Communications, Education, or relevant disciplines from an Australian tertiary institution (or comparable overseas institution).

Eligibility

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

The successful applicant must have or be willing to undergo and maintain a security clearance to the level of Baseline vetting as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

This recruitment process is being used to fill current ongoing positions. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 18 months from the date of the original advertisement.

Notes

How to apply

Applications for this vacancy are submitted online through the [AFSA careers portal](#).

If accessing the AFSA careers portal for the first time you will need to register. You will receive a confirmation email with a link to confirm your registration. This link has an expiration of 15 minutes. If the link expires, you need to request a new code by clicking 'Forgot Password?' and check your emails. Make sure to check your Junk folder if you don't see this email in your Inbox. Please note that the registration process only needs to be completed once.

If you do not receive the email with link, please contact recruitment@afsa.gov.au during business hours.

Once you have confirmed your registration, to complete your application, you need to:

- Click the 'Apply' button below which will open the AFSA careers portal
- Provide evidence in the education/qualifications section of your application, if applicable
- Complete a short questionnaire (mandatory)
- Provide the full name, employer, and contact details of at least two referees, one of which must be your current or most recent manager
- Ensure that all mandatory fields (marked with a red banner) are completed
- Your application must include both:
 - a current resume / CV (no more than 3 pages), and
 - a one (1) page pitch telling us how your education, skills, knowledge, and experience make you suitable for EL1 regulatory roles at AFSA.
- Please state your role preference/s in your pitch

Please review the Candidate Information Pack for important application and assessment expectation information.

The closing date for this position is **11:59pm AEST, Sunday, 29 September 2024**

If you are having difficulties accessing or applying for this vacancy or have any questions, please contact recruitment@afsa.gov.au.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Health

Vacancy VN-0747693

Australian Digital Health Agency

Closing Date:Wednesday 25 September 2024

Policy Programs and Engagement
Strategy and Policy Digital Health Policy

Job Title	Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$84,378 - \$91,251
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

At the Australian Digital Health Agency, we celebrate the agility of remote work while fostering collaboration with your colleagues. Join us to grow, develop, and advance your career without the need to relocate or compromise your current lifestyle. We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians. Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

Duties

Embark on a career with our Policy Programs and Engagement Division, a hub of excellence that drives national programs and portfolio priorities. We inform policy and manage external stakeholder relationships, fostering a collaborative network based on trust. This is your chance to be a pivotal force in an environment where policy, technology and health outcomes converge.

Do you have strong attention to detail, with the ability to quickly understand and provide high level analysis, and experience utilising your excellent communications skills to provide policy analysis and advice?

Then this is the opportunity for you!

The Division has an exciting opportunity for a Policy Officer who will be central to supporting the provision of high-quality policy advice, including on sensitive and complex matters. This work will facilitate the development and adoption of health technologies and national digital health capabilities.

As Policy Officer, you will tackle challenges, make a difference, and enjoy a competitive salary and flexible working conditions.

What You'll Bring

- Excellent written and verbal communication skills.
- Demonstrated experience independently managing competing priorities and decision making when undertaking moderately complex to complex work under limited direction.
- An understanding of and experience drafting policy advice and recommendations and responses to Government submissions would be desirable.

For all queries relating to the responsibilities of the position, please contact Claire Atkinson at claire.atkinson@digitalhealth.gov.au.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Annual Christmas closedown– with no leave deduction!
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Collaborative workspaces with new technology available within central locations.
- Accumulate flextime for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position may be filled in Brisbane, Canberra or Sydney, and a fully remote arrangement may also be considered. To apply, submit your resume and a statement of claims of no more than 2 pages in length.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Closing Date: Wednesday 25 September 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Claire Atkinson, claire.atkinson@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0747833

Australian Institute of Health and Welfare

Closing Date:Wednesday 25 September 2024

Community Services Group
Ageing and Aged Care Analysis Unit

Job Title	EL1 Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$115,126 - \$128,425
Classification	Executive Level 1
Position Number	121_09/24
Agency Website	

Job Description

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

The Community Services Group (CSG) develops, maintains, and analyses national data to support monitoring and reporting of:

- The health and welfare of key subpopulations, including older Australians, people with disability, and victims and perpetrators of family, domestic and sexual violence.
- Use of services within a range of health and welfare sectors, including community-based services focused on aged care, disability, and family, domestic and sexual violence.
- Pathways and outcomes for the general population, key subpopulations and health and welfare service users.

There are three aged care units in CSG: the GEN and Aged Care Data Unit (GACDU); the Ageing and Aged Care Analysis Unit (ACCAU); and the Aged Care Data Improvement Unit (ACDIU).

Duties

The Ageing and Aged Care Analysis Unit (AACAU) is seeking a Team Leader (EL1) to lead and deliver a range of aged care data analysis projects. AACAU reports on a range of topics relevant to ageing and aged care, including the health and well-being of older people, unmet need for services and access to aged care; the interface between health service use and aged care, the aged care workforce; and the National Aged Care Mandatory Quality Indicator Program that monitors the quality of care in aged care services.

Under broad direction you will have:

- Strong conceptual, analytical and research skills, including the ability to analyse complex data and create and interpret tabular and graphical outputs using a range of software.
- Well-developed communication skills, including the ability to synthesise complex information from a range of sources to produce high quality written work in a range of formats and the ability to verbally communicate with various audiences.
- Work collaboratively and lead a team of data analysts and analytical projects. Build capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.
- Demonstrated knowledge and experience effectively leading, planning and managing projects.
- Well-developed organisational skills, including the ability to determine priorities, develop local strategies, procedures and work practices and manage complex projects.
- Represent the AIHW at meetings, conferences or seminars and liaise with people both inside and outside the AIHW as relevant to the above duties.
- Where required, apply technical skills to manipulate and interrogate databases using a range of statistical software, such as SAS, R or Python.

Eligibility
Notes

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Leah Newman, 02 6249 4876
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Department of Health and Aged Care

Closing Date:Wednesday 09 October 2024

Health Economics and Research Division
Office of the Chief Health Economist Branch Executive Section

Job Title	Policy Officer - Health and Economics Research
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, various locations in NT NT, Various locations in WA WA, Various locations - VIC VIC, various locations in ACT , Various locations - TAS TAS
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-HERDIV-26466
Agency Website	

Job Description

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

The Departmental Officer (APS5) in the Office of the Chief Health Economist will support the delivery of high-quality economic analysis and strategic policy advice and the broader vision of the Office.

This role requires a well-organised and analytical person who can manage multiple tasks under limited direction.

Duties

- Contributing to the development and evaluation of health policies by providing economic insights and analysis.
- Reviewing and synthesising economic and health policy evidence.
- Assisting with the analysis of data (including integrated data) for key economic and health policy questions and strategic policy advice.
- Assisting with the drafting of policy briefs, reports, and presentations for senior management and stakeholders.
- Providing project support to senior team members.
- Preparing clear and concise written materials, including briefs, reports, fact sheets, policy papers.
- Assisting with ad hoc work within the Office

Eligibility

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

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

- Satisfactory completion of a criminal history check, and where relevant,

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

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

Notes

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-HERDIV-26466 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 6 months (not to exceed a total of 18 months).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Letisha Rao, 02 5132 5087
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0747647

Department of Health and Aged Care

Closing Date:Thursday 19 September 2024

Health Workforce Division
Workforce Distribution Branch Bonded Medical Program Section

Job Title	Team Leader - Medical Rural Bonded Scholarships scheme
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$94,736 - \$106,876
Classification	APS Level 6
Position Number	24-HWDIV-26625
Agency Website	

Job Description

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

A team leader is sought to lead a small team of Medical Rural Bonded Scholarships case managers. Prior experience with Bonded Medical Programs is highly desirable.

Duties

Responsibilities include:

- With limited direction, lead a team of Medical Rural Bonded Scholarships scheme case managers.
- Manage workflows including provision of support and quality assurance for team members who are processing information requests and manage escalated and complex policy enquiries.
- Provide guidance on program administration and ensure consistency of approach with legislation and policy.
- Prepare advice through briefs, correspondence, reports and other documents.
- Establishing and maintaining key relationships with internal and external stakeholders.
- Manage agreements in line with program management principles and practices and ensure compliance.
- Contribute to section corporate management, planning and reporting processes

Eligibility

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

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

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-HWDIV-26625 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 6 months (cannot exceed 24 months in total).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Benjamin Battisson, 0412227072
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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

Job Title	Assistant Director, Infrastructure and Security Operations
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	\$116,420 - \$132,103
Classification	Executive Level 1
Position Number	20025921
Agency Website	www.blood.gov.au

Job Description

<https://www.blood.gov.au/work-us>

About us

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to save and improve Australian lives and patient outcomes through a world-class blood supply.

For 20 years, the National Blood Authority (NBA) has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

Job Context

As part of the Information Technology Services (ITS) team, this role is responsible for providing leadership, management, coordination, and direction to teams delivering ongoing operational management for the NBA's ICT infrastructure, cloud environments and security. The role also leads projects as part of a program of change as the NBA implements an ICT Strategy focussed on modernisation of its environment.

The role will work closely with the Chief Information Officer and senior internal business stakeholders to build a shared understanding of expected outcomes, whilst managing competing priorities.

We are looking for an experienced professional with a demonstrated record of quality service delivery who can bring strong leadership and team management skills to the role whilst exercising initiative and judgement, managing stakeholders and providing quality advice and briefing.

Duties

Primary Job Purpose

Although not exhaustive, the duties and responsibilities of this position will require you to:

1. Establish, implement, monitor and review effective ICT Operational Management practices and processes
2. Build effective relationships and negotiate outcomes with internal and external stakeholders, including with vendors
3. Prepare and analyse reports and proposals, including business cases, technical reports, and formulate recommendations for management and governance committees
4. Lead and manage a team of infrastructure engineers and support analysts to deliver project activities, practical solutions to IT issues and service desk operations within the NBA's and broader Government policies and frameworks

- 5. Undertake procurement activities required to support resourcing and project outcomes in line with Commonwealth Procurement Guidelines and NBA procedures
- 6. Coordinate and manage human and financial resources, workflow and team performance
- 7. Continue to improve the NBA’s security posture through support to the modernisation program of the NBA
- 8. Contribute to NBA organisational strategy and culture
- 9. Work in a collaborative manner as a member of a team and across the NBA.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the date of this vacancy was advertised in the Australian Public Service Employment Gazette

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The National Blood Authority is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at [APSC Recruitability Scheme](#) homepage.

Notes

Our People, Culture and Environment

The NBA is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across governments, suppliers, public and private health services, health professionals, patients and non-government organisations. We value and champion the experiences, skills and perspectives of all employees. We strongly encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

Join our team to work in a refurbished, modern, and collaborative office in Lyneham, Canberra. We have substantially upgraded our technology environment, supporting more secure and contemporary work practices. Our upgrades include new video and audio capabilities, a rollout of new laptops, migration to Microsoft 365, and a move to the cloud.

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Andrew Garland, +61 2 6151 5022
Agency Recruitment Site	https://www.blood.gov.au/work-us

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Industry, Science, Energy and
Resources

Vacancy VN-0747590

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 02 October 2024

AusIndustry
Business Outreach and Engagement Business Outreach South

Job Title	First Nations Business Regional Manager - NSW
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$117,760 - \$125,059
Classification	Executive Level 1
Position Number	1856_08/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?AudienceTypeCode=EXT>

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

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

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

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

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

About the team

AusIndustry provides services to small and medium size businesses. For over 25 years AusIndustry has been a valuable hub, nurturing partnerships and networks, providing connections, and helping businesses to navigate the local, state and federal government support to get the best outcomes for each business.

The Business Outreach and Engagement Branch supports businesses to access government services, in a simpler and more streamlined way, and tell their story to inform better decision making. It does this by:

- Directly supporting businesses to grow, access services and grants, and make connections and networks.
- Listening to businesses' stories and experiences and harnessing a large range of data across program areas to provide insights and intelligence to policy areas and decision makers, directly influencing the policy cycle.

The Business Outreach Network section is the department's front-line, face-to-face national service offering. The national network is made up of two Managers and 31 Regional Managers who are located across regional centres and capital cities. The network includes two First Nations Business Regional Managers for Qld and NSW to provide additional and targeted support to First Nations businesses in those states.

AusIndustry's Regional Managers are based across Australia to connect businesses to government initiatives, and to connect business insights to policy-makers.

Our value proposition is to provide personalised and tailored assistance to help businesses achieve their goals. The network of experienced and dedicated Regional Managers offer a solution to businesses by providing a succinct and simple interpretation of government policy, programs and services. They listen to and understand business needs, help businesses navigate local, state and Commonwealth Government support mechanisms, nurture relationships, and provide valuable connections.

Regional Managers also collect vital intelligence from their networks to update and inform a range of government agencies in real time. The flow of information highlights changes in the economy, the labour market, supply chain health and other issues facing industry in the regions. **Duties**

Our ideal candidate

You are highly competent in First Nations cultural communication, and engagement. You are passionate about improving growth opportunities for First Nations businesses and you have a good understanding of the needs and sensitivities of First Nations Small and Medium Enterprises (SMEs) across NSW.

You understand other perspectives and can represent a sound position with confidence. You have existing networks with First Nations businesses and stakeholders across your area that you can leverage to "hit the ground running" in this role.

You are a self-starter who is also highly sociable, and you enjoy working collaboratively and building relationships based on trust, credibility and a record of delivery. You are a highly effective communicator, and are experienced in, and comfortable with, public speaking. You are open to learning, applying contemporary knowledge and creativity to solve problems and you guide others to do the same.

You have effective organisational skills and a track record of successfully managing multiple demands. You use sound judgment to plan and make timely, balanced and considered decisions. You draw on your personal resilience to advise and guide others through changing circumstances and you can adapt, interpret ambiguous information and problem solve to develop solutions.

You have a track record of engaging with, listening to and mobilising people to accommodate challenges and achieve joint

outcomes. You demonstrate empathy in your dealings with people from diverse backgrounds.

Key Competencies

- An understanding of cultural sensitivities, challenges and opportunities for First Nations business, business management and key industry sectors, including their drivers, economic influences and the impact these have on First Nations business growth.
- Strong relationship building and sustaining skills, including the ability to develop and foster cross cultural networks and to manage and influence the expectations of key stakeholders.
- A capacity to show a high level of initiative and to remain strongly motivated while working independently.
- High level ability to influence, share knowledge with peers to deepen their cultural competencies.
- Highly developed analytical and problem-solving skills including the ability to plan and develop solutions in situations that require considerable interpretation and analysis.
- Strong organisational skills including the ability to monitor progress and deliver high quality outcomes on time in the context of multiple, competing demands.
- Highly developed oral and written communication skills including the ability to successfully navigate difficult conversations, and represent and speak on behalf of the organisation at public events.

Experience

- Knowledge of NSW, its key stakeholders and priority business sectors that engage with First Nations businesses.
- Experience in using knowledge management systems and communications technologies to manage information, maintain connections and achieve work goals
- Knowledge of government programs and their delivery.

What you will do

As a First Nations Business Regional Manager you will undertake complex work under broad direction. You will play a major role in the face-to-face, front-line delivery of the Department's national service offering, providing a tailored approach to the promotion, reach and success of these services for First Nations business throughout the designated State/Territory. You will travel extensively throughout your State/Territory of responsibility as a key representative of the Department and the Commonwealth government.

You will meet the key outcomes of the position by the following (but not limited to):

- Work with internal stakeholders, such as the Regional Managers, business.gov.au, Business Contact Centre, Business Grants Hub and internal working groups to develop quality referral pathways and support options for First Nations businesses.
- Play a key role in promoting the government's First Nations business assistance programs and services across a broad network of stakeholders, ensuring wide and representative engagement.
- Develop a strong understanding of business groups within the State and use this to identify gaps and needs that align with the Department's programs, or with those offered by state and local governments to benefit First Nations businesses and uptake of support opportunities.
- Develop lasting stakeholder networks within the State and establish the capacity to influence across these networks based on a high level of credibility and a strong track record of support.

- Manage a discretionary marketing budget and identify opportunities for the Department's participation in regional events, initiatives and projects, including events and projects, with the goal of raising the profile of the Department and its programs
- Undertake public presentations, formal representations and provide assistance to the Minister and department's Executive when in the State.
- Develop and implement promotional strategies and work plans, and manage marketing and event activities within the region, including sponsorship development and management, and event planning, management and implementation.
- Maintain a detailed understanding of current First Nations business programs and maintain an awareness of emerging programs that may have relevance for First Nations businesses in the State.
- Maintain knowledge of industry and First Nations business profiles, as well as knowledge of issues impacting on industry and First Nations business within the State.
- Provide a regional contact point for applicants to the Department's programs and assist them by providing advice and guidance in support of their engagement with the Department.
- Identify opportunities to build connections and opportunities within the region through participation in local initiatives and committees, groups and taskforces.
- Work with internal policy stakeholders to develop quality research, development and learning opportunities for First Nations businesses that enhance growth and resilience.
- Act as a key source of business intelligence for the Department particularly relating to opportunities and challenges to First Nations businesses.
- Prepare responses to ministerial requests including liaising with internal and external stakeholders and preparing briefs and ministerial correspondence
- Keep senior staff informed, escalating issues and proposing solutions on the basis of good judgment and an understanding of priorities.
- Use Department CRM to regularly record business engagement, intelligence and case studies.
- Collaborate with Regional Managers to develop regional plans and profiles which include First Nations business profiles, to support engagement with First Nations businesses.
- Provide support, coaching and mentoring to Regional Managers in the work area, to assist in building and sustaining stronger relationships between Regional Managers and First Nations businesses across the country.

Key Relationships

- First Nations businesses and business groups within the State/Territory
- Community bodies and groups within the State/Territory
- Sector groups/clusters within the State/Territory
- Commonwealth, State and Local Government agencies
- Departmental policy and program management colleagues

Eligibility

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.

To perform this role, you will require a valid and current open driver's licence.

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

Positions require a Baseline security clearance, and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

This job is being used to fill an ongoing Executive Level 1 vacancy. A merit pool may be established to fill future ongoing or non-ongoing Executive Level 1 vacancies should they become available within 18 months from the date the vacancy was first advertised in the Gazette.

Location is negotiable within NSW. It is expected that most of the work will be done in regional areas. Comprehensive travel will be required for this role. Successful candidates will be provided with tools of trade to work remotely which include: mobile phone, ipad, laptop and Dept fleet car.

We will be seeking two referees – one professional and one from Community.

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>

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

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

To Apply

Position Contact	Tracy Constable, 0427 658 086
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0747670

Job Title	Pattern Approval Engineer - Science & Technical Level 5
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	1913_08/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industry Careers.nga.net.au/?jati=8ECCDEE1-9442-DAF7-8FB8-DB1A51131B91>

About the Department

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

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

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

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

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

About the National Measurement Institute

The **National Measurement Institute** is the Australian Government's national authority on measurement. We play an important role in the Australian economy by maintaining and regulating Australia's measurement system, developing and maintaining national measurement standards, and delivering world-class measurement products and client services.

Measurement is integral to a successful economy and to the progress of innovation and science. [Our work](#) adapts to, services and enhances the productivity and growth of Australian industries, and aims to ensure a fair, safe, healthy and competitive Australia.

The **Legal Metrology Branch** plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services. To ensure traders comply with the law and adopt correct measurement trading practices, we employ inspectors who check that measuring instruments (for example, weighing scales, fuel pumps and weighbridges) are accurate throughout Australia, pre-packaged articles contain the correct amount of produce, and that fuel sold in service stations complies with quality standards.

The **Policy and Regulatory Services Section** provides timely, accurate and appropriate support for the Secretary and Chief Metrologist, including advice and services relating to measurement policy, regulatory and technical matters. This enables the delivery of a strong and effective national measurement system that is trusted and accepted domestically and internationally and does not impose unnecessary barriers to trade through restrictive requirements.

The opportunity

Reporting to a Senior Pattern Approval Engineer, the position supports the effective and efficient delivery of highly specialised pattern approval testing, evaluation and certification services consistent with internationally recognised technical requirements, MOU and treaty obligations.

The key focus of this role is to provide under guidance technical skills for examining measuring instrument designs, evaluating test results against national requirements and recommending whether certificates of approval for measuring instruments in use for trade or legal purposes can be issued.

Our ideal candidate

Our ideal candidate will have:

- Demonstrated ability to perform laboratory and field-based testing of measuring instruments in accordance with documented procedures.
- Demonstrated ability to evaluate information and make recommendations for approval in accordance with legislative, financial and administrative frameworks, government decision-making processes and department guidelines and regulations.
- Demonstrated ability to manage tasks which contribute to the delivery of a diverse range of specialised technical services and regulatory activities in accordance with best practice, government policy and legislative requirements.
- Demonstrated communication and stakeholder engagement, as well as an ability to balance competing priorities, problem solve, think critically and demonstrate sound decision making.
- Demonstrated interpersonal and communication skills, with the ability to negotiate with clients and contractors, to report, provide briefings and to interpret contracts and specifications.

Duties

In this role you will:

- Process client's applications for measuring instrument pattern approval by evaluating the instrument suitability for trade or legal purposes and a wide range of technical documentation including test reports, user manuals and design specifications.
- Undertake laboratory and field testing or analysis of a range of measuring instrument functions and operations against documented technical standards and processes.
- Support the section's business improvement projects, business planning and performance reporting.
- Preparation and public publishing of legal technical pattern approval documents.
- Maintain suitable, accurate and auditable records of assessments and client correspondence.
- Communicate effectively with clients regarding the progress and results of pattern approval applications.
- Respond to enquiries from potential clients and other stakeholders as required in a timely and professional manner.
- Participate in cultural and procedural change within the branch.
- Demonstrate behaviour according to APS code of conduct and NMI's standards and participate fully in all aspects of WH&S.

Eligibility

- Engineering background and/or professional qualification or equivalent experience.

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is NSW - Sydney - Lindfield based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Mario Zamora, mario.zamora@measurement.gov.au
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=8ECCDEE1-9442-DAF7-8FB8-DB1A51131B91

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Industry, Science, Energy and
Resources

Vacancy VN-0747880

Geoscience Australia

Closing Date:Wednesday 25 September 2024

Corporate Division
Enabling Services Governance

Job Title	Manager, Planning and Performance Reporting
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$113,361 - \$128,149
Classification	Executive Level 1
Position Number	10351
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us
Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation

infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Our team

The Governance team sits within the Enabling Services Branch of Corporate Division. We are responsible for a large remit of functions including internal audit, risk management (including compliance), fraud control, corporate performance, planning and reporting, committee secretariat, information and records management, business continuity and insurance arrangements.

Duties

Manager, Planning and Reporting

The Manager, Planning and Reporting leads strategic planning and reporting across the entity ensuring adherence to governance frameworks and the compliance and reporting requirements of the Public Governance Performance and Accountability Act 2013 (PGPA Act).

In this role you will have the exciting opportunity to project manage the entity through the development and progress of the entity's strategic business planning ensuring delivery of the Corporate Plan, quarterly performance reporting and Annual Performance Statements for inclusion in the Annual Report. In addition, as a key leadership position within the team, the role will also supervise staff in ad hoc pieces of work or small projects from time to time, ensuring alignment with the entity's organisational transformation program of work.

In this role you will:

- Facilitate and coordinate delivery of Geoscience Australia's Corporate Plan, quarterly performance reporting and Annual Performance Statements.
- Interpret and apply policies and legislation in relation to the PGPA Act and related Commonwealth Performance Framework.
- Develop and manage relationships with a wide range of stakeholders, and supervise staff in relation to effective corporate governance.
- Be an effective team member, and a crucial part of the Governance leadership team.

To be successful in the role you will have:

- Proven experience in project management, coordination activities and/or leading the planning and reporting in a Commonwealth Government entity, including the development of Corporate Plans or Annual Reports.
- Advanced knowledge of legislative frameworks and an understanding of the requirements of the PGPA Act and relevant Resource Management Guides (RMGs).
- The ability to build and maintain productive stakeholder relationships, including frequent liaison with internal business areas to provide advice and support to identify relevant content required for government planning and reporting.
- The ability to work in a fast-paced environment, with a large workload, to meet deadlines and achieve results.
- Effective leadership, excellent communication and negotiation skills, and experience with supervising staff.
- The ability to contribute to the overall work of the section by working flexibly, including performing duties associated with other EL1 positions as required.

Required skills, knowledge, experience and/or qualifications

- To be eligible for this position you must be an Australian Citizen at the closing date of application.
- The successful applicants must be able to obtain and maintain a Neg Vet Level One security clearance.
- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.
- Demonstrated effective stakeholder and project management, communication and coordination skills.
- A high degree of personal integrity, honesty and the ability to maintain confidentiality.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Tania McGlashan on tania.mcglashan@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Tania McGlashan, tania.mcglashan@ga.gov.au
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747690

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

Closing Date:Tuesday 24 September 2024

People, Culture and Change
People Workplace Relations and Payroll

Job Title	APS3 - Payroll Officer, People Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$67,207 - \$72,569
Classification	APS Level 3
Position Number	45849
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

A little bit about us

The Department is responsible for the Australian Government's policies and programs for infrastructure, transport, regional development, communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The People Branch provides strategic and operational advice on people related matters. The HR function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and departmental cultural initiatives including diversity and inclusion.

Duties

Payroll Services provides assistance to employees with their pay, conditions of service and salary queries which includes salary progression, salary packaging, payment of allowances, applying and processing all leave types, and work-related expenses.

Reporting to a Senior Payroll Officer under limited direction, you will:

- Accurately process a wide range of salary, leave and entitlement-related transactions, in accordance with relevant legislation, delegations, policies and procedures.
- As required, provide internal clients and managers with general advice and guidance in relation to the submission of leave, completion of employee timesheets, and other employee-related documentation.
- Prepare and send payroll-related correspondence, including emails, to ensure that employees receive accurate and timely advice regarding their entitlements and associated conditions of employment.
- Maintain the personnel and leave records of employees, in an accurate and timely manner.
- At all times, provide internal and external clients & agencies with a high level of customer service and support.

Who are we looking for?

We are seeking people who have a strong attention to detail and are willing to explore diverse and

innovative ways of thinking. People who work for us need to be team oriented, outcomes focussed, curious to suggest improvements and have an ability to think outside the box to get results. Specific requirements for the role are:

- Experience working in a team performing payroll related tasks is highly desirable.
- Experience in, or the ability to quickly learn SAP (SAP ECC6).
- Strong numerical and analytical skills including an attention to detail and problem-solving ability
- Excellent organisational and time management skills with an ability to meet deadlines.
- Ability to communicate effectively, both verbally and in writing, to manage competing priorities.
- Experience in preparing correspondence and reports (including emails and letters) on routine matters.
- Ability to work collaboratively as part of a small team.

Eligibility

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

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

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and

skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Cathy Lidbetter, 02 6274 8163
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747705

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

Closing Date:Tuesday 24 September 2024

People, Culture and Change
People Payroll Services

Job Title	APS4 - Payroll Officer, People Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,464 - \$80,919
Classification	APS Level 4
Position Number	45852
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

A little bit about us

The Department is responsible for the Australian Government's policies and programs for infrastructure, transport, regional development, communications and the arts. We are at the forefront of the Australian Government's efforts to connect our

communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The People Branch provides strategic and operational advice on people related matters. The HR function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and departmental cultural initiatives including diversity and inclusion.

Duties

Payroll Services provides assistance to employees with their pay, conditions of service and salary queries which includes salary progression, salary packaging, payment of allowances, applying and processing all leave types, and work-related expenses.

Reporting to a Senior Payroll Officer under limited direction, you will:

- Accurately process a wide range of salary, leave and entitlement-related transactions, in accordance with relevant legislation, delegations, policies and procedures.
- As required, provide internal clients and managers with general advice and guidance in relation to the submission of leave, completion of employee timesheets, and other employee-related documentation.
- Assist with processes that ensure taxation, superannuation and payroll deductions are correctly calculated, paid, and reported in accordance with associated guidelines. Undertake salary and/or leave reconciliation tasks, as required.
- Undertake fortnightly reviews to update employee payroll records and ensure that associated superannuation contributions are correctly administered, paid, and reported.
- Prepare and send payroll-related correspondence, including emails, to ensure that employees receive accurate and timely advice regarding their entitlements and associated conditions of employment.
- Maintain the personnel and leave records of employees, in an accurate and timely manner.
- At all times, provide internal and external clients & agencies with a high level of customer service and support.

Who are we looking for?

We are seeking people who have a strong attention to detail and are willing to explore diverse and innovative ways of thinking. People who work for us need to be team oriented, outcomes focussed, curious to suggest improvements and have an ability to think outside the box to get results. Specific requirements for the role are:

- Experience working in a team performing payroll related tasks is highly desirable.
- Experience in, or the ability to quickly learn SAP (SAP ECC6).
- Strong numerical and analytical skills including an attention to detail and problem-solving ability
- Excellent organisational and time management skills with an ability to meet deadlines.
- Ability to communicate effectively, both verbally and in writing, to manage competing priorities.
- Experience in preparing correspondence and reports (including emails and letters) on routine matters.
- Ability to work collaboratively as part of a small team.

Eligibility

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Cathy Lidbetter, 02 6274 8163
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747708

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

Closing Date:Tuesday 24 September 2024

People, Culture and Change
People Workplace Relations and Payroll

Job Title	APS5 - Payroll Officer, People Branch (Multiple Positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$83,132 - \$88,147
Classification	APS Level 5
Position Number	45759
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

A little bit about us

The Department is responsible for the Australian Government's policies and programs for infrastructure, transport, regional development, communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The People Branch provides strategic and operational advice on people related matters. The HR function is responsible for areas including attraction, retention and recruitment of personnel, capability development, workforce planning, workforce analytics, pay and conditions, WHS and departmental cultural initiatives including diversity and inclusion.

The opportunity we have available

Payroll Services provides assistance to employees with their pay, conditions of service and salary queries which includes salary progression, salary packaging, payment of allowances, applying and processing all leave types, and work-related expenses.

As a senior member of the team, you will lead aspects of our fortnightly pay process, take responsibility for specialist tasks, mentor other team members and analyse processes to improve efficiency. You will provide more complex advice to employees, at all levels, on issues regarding the interpretation of relevant legislation and other APS employment frameworks, including the

Public Service Act 1999 and the Department's Enterprise Agreement.

Our senior officers have technical expertise in one or more key areas. For example, you might lead our work in:

- Payroll processing and troubleshooting
- People management (including invalidity, compensation, voluntary redundancy)
- Workload and staff management
- Knowledge management, procedures and training
- Systems management, testing and providing quality assurance ensuring that payroll processing is correct.

Duties

Who are we looking for?

We are seeking people who have a strong attention to detail and are willing to explore diverse and innovative ways of thinking. People who work for us need to be team oriented, outcomes focussed, curious to suggest improvements and have an ability to think outside the box to get results.

Specific requirements for the role are:

- Experience working in a team performing payroll related tasks.
- Experience in, or the ability to quickly learn SAP (SAP ECC6).
- Strong numerical and analytical skills including an attention to detail and problem-solving ability
- Excellent organisational and time management skills with an ability to meet deadlines.
- Ability to communicate effectively, both verbally and in writing, to manage competing priorities.
- Experience in preparing correspondence and reports (including emails and letters) on complex matters.
- Ability to work collaboratively as part of a small team.

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:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Cathy Lidbetter, (02) 6274 8163
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0747872

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

Closing Date: Sunday 22 September 2024

Job Title	APS 5 - Recruitment Adviser, People
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$83,132 - \$88,147
Classification	APS Level 5
Position Number	45863
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The recruitment team are based in Canberra; however, we want to recruit the best people to our department and support flexible work arrangements, including the opportunity to work remotely from one of our many offices across Australia, or via home-based work or hybrid working (mix of home-based work and in-office work).
The opportunity we have available

The People Branch supports the department to achieve its strategic outcomes by providing a range of client-focused advice and essential services.

We do this through building and sustaining a workplace culture of inclusivity, integrity and professionalism, reflective of a modern and responsive public service. We support diversity and value the contribution of people from diverse backgrounds.

The Recruitment Team is a dedicated professional team seeking to fill one ongoing APS5 position. The role available will see you working across the branch and wider business areas to contribute to the department's objective to attract, retain and develop the right people for the right jobs at the right time.

Duties

Key responsibilities for the APS 5 officer will include:

- duties that are moderate to complex in nature and effectively manage competing priorities
- assisting to manage the day-to-day operations of the Team, including supporting managers and team members
- facilitation of recruitment consultations to business areas to inform them of best practice
- advertising in press and APSJobs and managing end-to-end recruitment processes
- update recruitment material as necessary (e.g. guidance documents, SOPs, templates, intranet content, etc.)
- management of inbox, including answering more complex queries
- contributing to recruitment strategies, policies and continuous improvement of processes, systems and procedures to ensure compliance with relevant legislation and APS policy and practices
- other duties as directed

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS level 5 Work level standards and have:

- Experience in or demonstrated ability to quickly learn managing end-to-end APS recruitment as part of an in-house recruitment function serving internal stakeholders
- Understanding of or demonstrated ability to quickly learn the Public Service Act, APS Commissioner's Directions, and other relevant restrictions and guidelines that relate to APS recruitment
- Demonstrated ability to prioritise workloads and meet deadlines
- Experience with SAP and SuccessFactors is highly desirable but not mandatory
- Ability to build strong relationships with a diverse group of stakeholders to ensure the best possible hiring outcome is achieved
- Ability to communicate to internal and external audiences as well as good verbal, written and analytical skills
- Excellent attention to detail

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 level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Rachel Bernardi, 02 6136 7133
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747784

Museum of Australian Democracy - Old Parliament House

Closing Date:Tuesday 24 September 2024

Interpretation & Curatorial Curatorial, Research & Collection Development

Job Title	Curatorial Assistant (Press gallery)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$72,625 - \$78,340
Classification	APS Level 4
Position Number	23021
Agency Website	

Job Description

<https://www.moadoph.gov.au/about/careers>

Curatorial, Research and Collections Development is a busy team working at the heart of the Museum of Australian Democracy. The team curates engaging permanent and temporary exhibitions, develops online content and collaborates with other teams to acquire significant objects related to the history of Australian democracy for the Museum’s collection. Our team brings stories to life in the building where history happened.

The Curatorial Assistant will be working under the direction of a Senior Curator on the content development and delivery of an exhibition on the 1927-88 parliamentary press gallery, scheduled to open in 2025. They will hunt down stories, ferret out interesting and intriguing details and use their skills in primary source research and stakeholder engagement to help the Senior Curator bring to life the behind the scenes of the parliamentary press gallery between 1927 and 1988. They will also help in team administration related to exhibition content development, using excellent organisational skills.

Duties

Under the direction of the Senior Curator the Curatorial Assistant will:

- Undertake directed research on the history of the parliamentary press gallery, including primary source research in MoAD's collection, other institutional collections and with relevant stakeholders such as journalists and other press gallery staff.
- Undertake research on the provenance, cultural context and significance of objects offered to the MoAD as part of the research into the parliamentary press gallery.
- Liaise with internal and external stakeholders to ensure correct documentation of and information about objects and stories developed for the exhibition.
- Work as part of a small team to ensure timely completion of curatorial administrative tasks, updating of database information, compiling of and providing access to research material related to the project, management of object lists and stakeholder information.
- Under direction, write and review discrete content elements within the exhibition and for online products.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship:** To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance:** The successful applicant must obtain and maintain a security clearance at the baseline level.
- **Working with Vulnerable People Registration:** The successful applicant must obtain and provide a Working with Vulnerable People card before commencement.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. With applicants' agreement their application and assessment results may be shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Amy Lay, 02 6270 8189
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747837

National Film and Sound Archive of Australia

Closing Date:Sunday 22 September 2024

Corporate Executive Office

Job Title	APS5 Executive Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$80,430 - \$87,572
Classification	APS Level 5
Position Number	89831
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums

(GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

About the Team

The Executive Office comprises our CEO, the Deputy CEO, the Chief Collection Preservation Officer, the Chief Digital Officer, the Chief Marketing Officer, the Chief Experience Officer and the Chief Curator. The NFSA Executive are a close working and collaborative team with an ambitious and considered change agenda. The Executive Team is supported by the Executive Support team of three, who play an important role, in assisting the NFSA Executive to achieve the National Film and Sound Archive of Australia's (NFSA) strategic priorities. The Executive Support team is based in Sydney and Canberra.

The Opportunity

The Executive Support Officer will be a dynamic administrator with a 'can do' attitude. The Executive Support Officer will be committed to the purpose and role of the organisation. The role involves building a strong workplace culture that is professional, friendly, cooperative and approachable, with a positive service approach by:

- Providing high level proactive Executive support to multiple Executives.
- Responding positively and willingly to a changing work environment.
- Working proactively and supportively in a small team in dispersed locations
- Building and sustaining positive and cooperative working relationships.
- Exercising sound judgement and discretion, seeing opportunity and effectively problem solving.

This position is based in our growing Sydney Office and provides direct support to the Chief Marketing Officer and the Chief Curator and visiting Executives to the Sydney office. The role also involves arrange of administrative support and coordination functions for the Executive Office. The Executive Support Officer reports to the Executive Assistant who is based in Canberra. **Duties**

Under limited direction, the Executive Support Officer provides high quality and client-focussed administrative support as part of a small team in the Executive Office. The role requires the development of a sound working knowledge of NFSA policies, procedures and guidelines to perform the following duties:

- Providing high-level proactive administrative support to Executive Team members when they are visiting or working out of the Sydney office.
- Providing support to Executive and stakeholder meetings onsite including greeting Executive visitors, room and catering booking and meeting room set up preparation of hospitality and secretariat support when required.
- Providing high-level proactive administrative support to the Chief Marketing Officer and the Chief Curator including diary management, supporting travel arrangements, reconciling credit cards, making routine payment and reimbursements, coordination of meetings, coordination and general administration as required.
- Coordinating NFSA's Membership and Subscriptions and Lunch Time Talk series.
- Supporting cross-team projects such as updating Executive Movements information, All Staff Meetings and the All Staff Conference, as required.
- Assisting with the preparation of routine reporting prepared by the Executive Office for the Board and Australian Public Service Commission (APSC).
- Maintaining accurate and efficient records management, workflow management tools and planning systems using TRIM electronic registry management system, SharePoint Asana and Roadmunk.

This job description is not all encompassing. Over time, the emphasis of the job may change without changing the general character of the position. Your duties may be reviewed and updated in consultation with you to reflect strategic and organisational changes.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated personal maturity and the ability to work independently and constructively as part of a team located across different office locations.
2. Strong administrative, time management and organisational skills, including the ability to proactively manage competing Executive support tasks and adapt to changing work priorities.
3. Highly developed interpersonal and communication skills including the ability to build and sustain positive working relationships with a range of internal and external stakeholders.
4. The ability to exercise judgement, discretion and problem solve when faced with difficult and/or sensitive enquires and situations.
5. Demonstrated competency with Outlook and the Microsoft 365 suite, and the ability to quickly adapt to new software and workflows.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain an Australian Government Baseline Security Clearance.

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities' and 'Selection Criteria' by outlining in 500 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as

well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (apsc.gov.au)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Leah Dunn, 02 6248 2097
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0747797

National Indigenous Australians Agency

Closing Date:Wednesday 25 September 2024

Grants and Finance
Grant Management Unit NSW GMU

Job Title	Director, NSW Grant Management Unit
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Coffs Harbour NSW, Dubbo NSW, Parramatta NSW
Salary	\$141,669 - \$168,609
Classification	Executive Level 2
Position Number	NIAA/2024/143
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=88DB9303-5E81-C98F-81BA-DB1B076E1DC0>

The National Indigenous Australians Agency (NIAA) has an exciting EL2 opportunity within the NSW Grants Management Unit. Please note this position will be based in either Parramatta, Dubbo or Coffs Harbour, NSW.

The GMU provides high quality, professional grants management and administration services to our stakeholders that supports the outcomes of Government and improves the lives of Indigenous Australians. The GMU works with its NIAA internal stakeholders—who are in policy and program areas or engagement roles—to provide professional grant management services for Indigenous Advancement Strategy grants.

The core function of the GMU is to manage grant agreements. This includes:

- drafting agreements
- negotiating and executing grant agreements
- monitoring compliance and performance
- managing risk
- making payments
- analysing financial reports
- acquitting funding.

The GMU Director is a key leadership position and has responsibility for the supervision and development of other staff. You will be expected to lead and supervise a large team that is geographically spread across locations throughout NSW.

You will be responsible for ensuring that the team undertake:

- effective and consistent agreement management
- assessing and managing risk
- liaising with both internal and external stakeholders regularly
- ensuring that contractual issues are appropriately addressed.

You will have a depth of knowledge of the Public Governance, Performance and Accountability Act 2013, financial delegations and how to manage grant agreements.

The Director has delegated authority and responsibility to resolve issues and risk across wide ranging activities. The Director has a critical role in ensuring grant agreements comply with statutory requirements, regulatory frameworks, NIAA policy (eg. risk and assurance) and the relevant Grant Opportunity Guidelines.

The role requires a solid understanding of financial statements and the ability to use online data management systems. You will be expected to assess and resolve complex and sensitive issues that impact programs or agreements, and develop creative solutions in partnership with Regional Office engagement teams and relevant program areas. **Duties**

To fill the role, we are looking for candidates who demonstrate the following competencies:

- ability to manage a large team and ensure agreement management and administration activities comply with relevant legislation, guidance materials and policy frameworks
- ability to provide expert agreement management and administration advice to staff and internal stakeholders across varying levels of complexity, sensitivity and risks
- demonstrated high level analytical, research and problem solving skills, including a solid understanding of financial statements
- ability to engage effectively and proactively with internal and external stakeholders regarding the management of agreements
- ability to provide strategic and technical advice to guide risk assessment and integrity across agreements
- ability to identify emerging opportunities or issues and respond quickly to competing priorities as they emerge
- demonstrated flexibility, good judgement and political nous
- demonstrated proactive leadership across EL1 and all APS levels to provide staff with tools and manage expectations to deliver high quality, client focused outcomes
- willingness and commitment to develop the cultural competency of staff about the diverse cultural backgrounds of all Australians and of Aboriginal and Torres Strait Islander culture and peoples
- ability to effectively supervise staff and constructively manage staff across a dispersed workforce, with a focus on capability development, team building and talent management.

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

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the 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.

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>

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	Jeremy Mickle, 02 6152 3767
Agency Recruitment Site	https://niaa.nga.net.au/?jati=88DB9303-5E81-C98F-81BA-DB1B076E1DC0

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Prime Minister and Cabinet

Vacancy VN-0747811

Torres Strait Regional Authority

Closing Date:Sunday 22 September 2024

Torres Strait Regional Authority
Administration Environmental Management

Job Title	Project Manager, People and Culture, EL1
Job Type	Full-Time, Ongoing
Location	Thursday Island QLD
Salary	\$111,074 - \$135,147
Classification	Executive Level 1
Position Number	T01996
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

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

The Project Manager, People and Culture role has a critical role in ensuring that program activities align with the Land and Sea Management Strategy 2016-2036.

The Project Manager is responsible, under the leadership of the Program Manager, for operational and financial management of the People and Culture projects and activities together with leading senior project officers and project officers within the program.

The Project Manager will be using a holistic approach to compile and interpret information and relate this back to the strategic direction of the Environmental Management Program and the TSRA.

Duties

Tasks will be varied and may include:

1. Work as part of the program's leadership team to align operations of the program with the overall Torres Strait Development Plan. Monitor and report against appropriate Environmental Management project plans, budgets, outputs and performance indications as described in the program plan.
2. Provide high level support and advice to the TSRA Board, CEO and Program Manager and assist in the management of the Environmental Management Program as required.
3. Contribute to strategic planning, policy development, managing, implementing, and monitoring projects related to projects and activities.
4. Preparation of briefing papers, reports, project schedules, correspondence, website material and other written documents for both internal and external audiences.
5. Represent, liaise and build relationships with stakeholder agencies and community organisations including identifying and developing linkages, especially with the Fisheries program and between program and policies and working collaboratively across the TSRA.
6. Provide leadership for the Senior Project Officers and Project Officers working in the Environmental Management program, monitor their performance and support their development. Participate in recruitment and selection processes for Environmental Management program team members and at times, to support recruitment for other TSRA programs.
7. Other policy related projects, tasks and activities as directed by the Program Manager.

Eligibility

Affirmative Measures Position (Indigenous)

This vacancy is only open to Torres Strait Islander and/or Aboriginal people. The filling of this vacancy constitutes an affirmative measure under section 8(1) of the Racial Discrimination Act 1975.

Before being appointed to a role, successful applicant must provide evidence confirming are Torres Strait Islander and/or Aboriginal. Acceptable evidence includes:

- A letter signed and executed by the Chairperson of an incorporated Torres Strait Islander or Aboriginal organisation confirming that the applicant is recognised as a Torres Strait Islander or Aboriginal person or;
- A confirmation of Torres Strait Islander or Aboriginal descent form executed by a Torres Strait Islander or Aboriginal organisation.

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.

About the Torres Strait Regional Authority

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

To Apply

Position Contact	Billie Roberts, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%

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Social Services

Vacancy VN-0747808

Department of Social Services

Closing Date:Wednesday 02 October 2024

NDIS Participants and Performance
Commonwealth/State Engagement

Job Title	Assistant Director, Commonwealth State Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-0884
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

As an EL1, Assistant Director in the Commonwealth-State Engagement Branch, you will work within a dedicated team to help the Director to develop strategic policy advice and assist in a wide variety of work to promote positive Commonwealth-State relations and progress key reform policies.

You will be exposed to the strategic arm of Government including assisting in the development of advice to the Senior Executive and the Government, including development of Cabinet Submissions, New Policy Proposals, policy papers and gather intelligence from a range of stakeholders. You will help the team to build and nurture productive relationships with stakeholders, including across Commonwealth agencies, the National Disability Insurance Agency (NDIA), and state and territory governments.

You will be exposed to the strategic oversight of the NDIS reforms and understand how this intersects with the broader reform agenda of the NDIA and the reform work program, including negotiations, with state and territory governments. You will help to lead the team and be responsible for mentoring fellow team members, including supervising and building staff capability in a positive and flexible working environment.

Previous experience with complex reform environments, disability policy, or Commonwealth-State experience is desirable but not mandatory. The absence of this experience should not stop a candidate from applying. Relevant tertiary qualifications are desirable.

Duties

- provide advice on complex matters relating to disability and NDIS reform through the development of high-quality written materials, analysis and advice, including via Ministerial Submissions, Departmental briefings, Cabinet Submissions, minutes and correspondence, as required
- identify, build and maintain relationships within the department, the NDIA, Central Agencies, other Commonwealth Departments and state and territory governments who all have a role to play in progressing the NDIS and broader disability system reform agenda
- lead the development of policy papers, governance papers, talking points and briefing material to support engagement with states and territories
- represent the Department at meetings with internal and external stakeholders, helping to foster positive relationships. Includes preparing for, attending and articulating linkages and intelligence received from meetings with internal and external stakeholders
- prepare for, and attend, multilateral and bilateral meetings with state and territory governments, as required
- be responsive and flexible in a fast-paced reform environment.

Please review the job pack for the 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>

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Mel Conroy, 0421 787 071
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0747810

Department of Social Services

Closing Date:Wednesday 25 September 2024

Portfolio Coordination
Audit and Assurance

Job Title	Assistant Director, Program Compliance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Adelaide SA, Brisbane QLD
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-1148
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

This vacancy for Assistant Director Program Compliance provides a great opportunity to lead a new approach to program compliance across all Department grant programs. We are looking for applicants with a diverse range of experience in program management, program or regulatory compliance, intelligence, investigations or transferrable skills for the role.

The successful applicant will work independently and lead a team to provide objective compliance advice, guidance, and support to programs and policy areas within the Department of Social Services. The Program Compliance team provides specialised advice and support to policy areas and the Community Grants Hub to respond to serious non-compliance in the department's grant programs. We aim to return grants to compliance where possible.

There will be an opportunity to lead project tasks including the development and delivery of compliance education and communication products for internal and external stakeholders. The role would suit a motivated individual with experience in leading a team to deliver compliance or program management, who also has the ability to work closely with stakeholders in the prevention, detection, management and reporting of serious and systemic grant recipient non-compliance.

If you're looking for a dynamic and exciting compliance space where you will have the chance to contribute to innovative approaches to preventing and responding to non-compliance, look no further! Applicants who have experience in regulatory compliance, risk and intelligence, and/or financial accounting are encouraged to apply.

Duties

- provide compliance advice and support to internal stakeholders in policy and grants management teams, to address complex non-compliance issues
- contribute to building a positive team culture that engages positively with risk, produces high quality and timely advice and maintains the credibility and reputation of the section and branch
- build and maintain strong relationships with a broad range of stakeholders, including exercising high-level consultation skills to effectively liaise with program areas, senior executives, and grant recipients

- develop and deliver education and awareness products to internal stakeholders to strengthen and contribute to a positive compliance culture
- generate monthly reports, briefs, and talking points detailing the status of compliance cases
- oversee managing the group mailbox, including actioning and delegating tasks in a timely manner, and providing accurate advice as required.

Please review the job pack for the 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>

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Chris MacDonald, 02 9942 5682
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0747860

Department of Social Services

Closing Date:Wednesday 25 September 2024

Community Policy and Engagement
Closing the Gap Taskforce

Job Title	Assistant Director, Closing the Gap Taskforce (Identified)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW, Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-1235
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The National Agreement set out that data projects will be established in up to six locations across Australia. The Community Data Projects will enable Aboriginal and Torres Strait Islander organisations and communities to access and use locally relevant disaggregated data and information to set and monitor the implementation of efforts to Close the Gap and monitor progress towards their priorities.

The Commonwealth, through the National Indigenous Australians Agency, is playing a key coordinating role for the projects through the provision of secretariat functions. As part of its commitment to the Community Data Projects, the Commonwealth has funded the Australian Institute of Health and Welfare to develop the infrastructure to support the secure portals and to assist with the development of secure data sharing protocols.

The Department of Social Services is committed to supporting this work. In this role you will be required to undertake or facilitate a broad range of tasks. This may include, but is not limited to, assessing what data the department holds that can support community priorities, working with analysts to source/extract data, ensuring that the relevant agreements are established to share data.

The role involves working with a range of internal and external stakeholders also supporting the Community Data Projects. An additional feature of this role is the support you will provide to make a strategic contribution to the Department's work supporting Priority Reform 4. This role requires you to operate under broad direction and exercise a considerable degree of independence.

Duties

- lead the Department's contribution to the Closing the Gap Community Data Projects
- project manage the Department's contribution to the Community Data Projects
- support the Department's contribution to Closing the Gap Priority Reform 4
- work collaboratively with colleagues across the department, the Commonwealth and with external stakeholders to support communities to access data and information at a regional level
- prepare briefing and materials, including presentations to internal and external stakeholders.

Please review the job pack for the 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>

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To Apply

Position Contact	Alexis Diamond, 0447 385 165
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Treasury

Vacancy VN-0747847

Australian Securities and Investments Commission

Closing Date:Monday 23 September 2024

Job Title	Senior Lawyer, Lawyer, Accountant/Finance Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	-
Classification	APS Level 5;APS Level 6;Executive Level 1;Senior Executive Service Band 1
Position Number	ASIC/1818722
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

- Be at the forefront of sustainable finance enforcement law

- **Work in a newly created team conducting investigations and civil litigation in relation to greenwashing, sustainable finance and Environment, Social and Governance (ESG) misconduct**
- **Temporary or permanent**
- **Brisbane, Melbourne or Sydney location, hybrid work**

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

ASIC's Enforcement and Compliance Group (ECG) is responsible for the conduct of ASIC's initial inquiries, compliance and enforcement work across all sectors excluding markets.

ECG's newly created Greenwashing and Environment, Social and Governance team will focus on deterring misconduct through enforcement activities. Greenwashing and sustainable finance are key priorities for ASIC. ASIC is focusing on supporting market integrity and efficiency through the supervision and enforcement of current governance, disclosure and conduct laws to reduce harms from greenwashing.

ASIC recognises the crucial role that Australian businesses and asset managers will play in helping to facilitate Australia's transition to net zero and the mobilisation of private capital to achieve this goal. Investors can only make financial decisions based on the information available to them, which is why it is important that entities are prepared to disclose to the market the business plans and sustainability-related strategies they are pursuing. It is equally important that these disclosures, when made, are well founded, transparent and consistent with the actions being taken by the entity. While the landscape for sustainability-related disclosures in Australia is undergoing significant change, ASIC remains focused on supporting market integrity. This includes taking enforcement action.

Duties

The roles

As part of the team you will be accountable to:

- manage and/or contribute to large complex investigations of suspected misconduct into greenwashing and ESG misconduct.
- utilise technology to analyse data, information and documentation in order to identify and present relevant evidence that actively progresses investigations.
- employ a range of evidence gathering techniques including conducting examinations, interviewing witnesses, taking complex statements and undertaking document review using electronic tools.
- identify issues including complex legal issues arising in investigations.
- support ASIC Litigation Counsel in commencing and conducting civil litigation in the Supreme and/ or Federal Courts, including briefing and instructing Counsel
- communicate with external parties in relation to issues arising during the course of the investigation.

Please note that roles are available at the ASIC 4, EL1 and EL2 classifications

- ASIC4 – from \$90,749 + 15.4% superannuation: candidates with minimum 3-5 years relevant experience.
- EL1 – from \$118,925 + 15.4% superannuation: candidates with minimum 5-6- years relevant experience.
- EL2 – from \$141,690 + 15.4% superannuation: candidates with minimum 7+ years relevant experience.

You will be asked to indicate the position and classification that you wish to apply for.

Eligibility

About you

- A relevant tertiary qualification including in law, commerce, accounting, finance, data science or other relevant discipline.
- Experience in a role that involved investigation, case management, evidence gathering processes, project management or detection of misconduct, including the conduct of civil litigation and/or the preparation of criminal briefs of evidence.
- Ability to plan, deliver and manage complex investigations through to completion.
- For lawyers, experience in conducting complex civil litigation.
- Understanding of the law, practice and policy relating to the Corporations Act, the National Consumer Credit regime, the ASIC Act and other relevant financial services legislation.
- Strong legislative and evidence analysis skills.
- Highly developed writing and drafting skills, and the ability to communicate verbally in a clear, concise and persuasive manner.
- Demonstrated ability to use digital investigative tools.
- Confidence presenting, building rapport, interviewing, and advocating an organisation's position in the context of complex issues.
- Experience in sustainable finance, climate change adaptation and/or mitigation, sustainability and/or climate change related reporting, ESG analytics and/or sustainability assurance is desirable but not mandatory.

Notes

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.

Through MoneySmart, we aim to improve the skills and knowledge of Australians and provide information and tools to help them in their decision making.

A future with ASIC means that your work will contribute to achieving ASIC's vision for a fair, strong, and efficient financial system for all Australians.

ASIC is committed to a providing a diverse and inclusive workplace where thevery besttalent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

Applications for this role will close at 11:59pm on **Monday 23rd September 2024**

About the Australian Securities and Investments Commission

To Apply

Position Contact	Rebecca McMahon, 0435700432
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0747597

Australian Taxation Office

Closing Date:Wednesday 25 September 2024

Enterprise Strategy and Design
Physical Security Management

Job Title	Security Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW
Salary	\$78,290 - \$84,971
Classification	APS Level 4
Position Number	EXT_ESD_038_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=6D0FC13C-003B-28B6-4869-DB19E0131C55>

Duties

We are seeking hardworking and motivated individuals to join our Physical Security Management team.

As a Security Adviser, in our Enterprise Strategy and Design business area, you'll assist in the delivery of routine physical security management for our sites. Your role will directly impact in the day-to-day operations of our buildings and the way we conduct our business. You'll also provide support to your team to deliver high-profile projects.

You will build networks with business partners to maintain knowledge of our organisation's business functions, susceptibilities and security risks. You will use various security systems such as electronic access control and incident management databases for reports and data entry. In this role you will be required to work on-site during business hours.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility
Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Peter Tsarpalias, (02) 4223 2543
Agency Recruitment Site	https://ato.nga.net.au/?jati=6D0FC13C-003B-28B6-4869-DB19E0131C55

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Employment and Workplace Relations

Vacancy VN-0747756

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 25 September 2024

Digital Solutions Division
Office of the Chief Digital Officer DSD IT Portfolio Management Office

Job Title	EL1 Portfolio Insights Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/2549
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director of DSD IT Portfolio Management Office (PMO), the EL1 Portfolio Insights Manager will lead the IT PMO's insights function, which has oversight across the whole of DSD's delivery portfolio.

Your role will be responsible for the management of a small team that is geared towards definition of new or revised reporting capabilities, ensuring that portfolio performance is accurately recorded, reported and monitored. You will provide superior data driven insights to both DSD and their Business Partners to achieve portfolio/program/project objectives.

The Portfolio Insights Manager is responsible for following project management best practices in a way that encourages collaboration, standardisation and overall improvement in project results. You will work closely with other IT PMO EL1s and the delivery teams to provide visibility over the health of the projects in the portfolio. You will also educate existing and new resources in DSD on how to use reporting systems including DevOps, PowerBi and Qlik, while providing guidance on preparing the reports and utilising these efficiently.

Duties

Responsibilities of this role include:

- Lead and manage a small team of insights staff to produce high-quality and high-value work.
- Collaborate with project teams, stakeholders and external partners to gather project data, provide analysis and address concerns.
- Mentor staff across DSD on matters relating to portfolio insights.
- Ensure the divisions' IT PMO insights metrics and framework are aligned with the agreed functions across the division.
- Ensure compliance with external and internal reporting requirements, industry standards and internal policies related to portfolio reporting.
- Identify, document and manage risks and issues that may impede the Insights team's progress.
- Perform a range of support tasks as required, including recruitment and other enterprise initiatives.
- Support the Director, IT PMO in the shaping and operational running of the IT PMO.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Frederika Bastecky, 045984318
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0747798

Safe Work Australia

Closing Date:Wednesday 25 September 2024

Policy Services Division
Evidence, Communications and Industries Policy Data Improvement and Analysis

Job Title	Data Analyst / Senior Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$87,781 - \$108,635
Classification	APS Level 5;APS Level 6
Position Number	Various
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

We are looking for people who are curious, can harness data effectively to meet the information needs of a range of stakeholders, and want to make a difference through data in a small, multi-disciplinary team.

Positions are available in the Data Improvement and Analysis Section. This team builds and maintains a national evidence base on WHS and workers' compensation to support the Agency's policy work, and publishes a suite of communication products to increase awareness of the impacts of work-related injuries and fatalities.

The Data Improvement and Analysis Section:

- oversees data improvement activities, including the [Safe Work Australia data website](#) and the Agency's Data Strategy,
- compiles, cleans and analyses data to create and maintain:
 - the Traumatic Injury Fatalities Dataset, which collects information on workers who were fatally injured at work,

- the National Dataset for Compensation-based Statistics on workers compensation claims,
- the Quad bike fatalities dataset,
- the National work health and safety prosecutions dataset, and
- the jurisdictional comparison dataset.
- oversees and analyses data from the National Return to Work Survey. This survey is conducted with a survey provider,
- undertakes a range of data projects, including exploring information from a range of data sources, to develop innovative new insights into WHS,
- researches and publishes statistics on work-related injury and disease,
- identifies and implements strategies to address key evidence gaps, such as workplace hazard exposures, and
- undertakes data analysis across a range of internal and external data to inform the evidence base on risks to work health and safety, including monitoring progress against the *Australian Work Health and Safety Strategy 2023-2033* and the *National Return to Work Strategy 2020-2030*.

Please note that we deal with information about tragic and traumatic incidents affecting workers across Australia. For these data roles, this includes traumatic injury fatalities and scoping data on work-related suicides. We provide a range of support to manage the impacts this exposure may have on our staff. Applicants are encouraged to have a discussion with the contact officer to learn more about the nature of the work if you have any concerns or questions. **Duties**

We have positions available that need people who can develop data to support evidence-based decision making, manage projects and datasets, undertake analysis to drive new insights and develop clear and engaging data products.

Successful candidates will undertake a variety of activities to contribute to the evidence base for work health and safety (WHS) and workers' compensation, which may include:

- Improving the data held by the Agency to inform national WHS and workers' compensation policy priorities. This could involve the use of different statistical methods, enhancements to data quality and coverage of existing datasets, and/or building the business case for new data collection.
- Working with information from multiple sources to unlock new insights, including jurisdictional data, media reports, data from the Australian Bureau of Statistics, Australian Institute of Health and Welfare, or the National Coronial Information System.
- Analysing data to develop papers, reports, Power BI visualisations and briefings to support reductions in worker fatalities, injuries and illnesses.
- Liaising with key stakeholders to source data, resolve issues, identify opportunities and shape priorities for data innovation.

People from a range of educational disciplines and work backgrounds would be able to succeed in these roles, and we would support candidates to develop expertise and experience in this area if they are able to demonstrate how their skills and qualifications could be applied.

For all positions, communication and working collaboratively with a variety of stakeholders is vital to ensuring that we influence and improve the safety of working Australians. We also have a strong focus on change and continuous improvement, and are looking for people who actively seek opportunities to contribute to a dynamic data agenda. **Eligibility**

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

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

About the Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths. Find out more about who we are and what we do.

To Apply

Position Contact	Phillip Wise, 02 6121 3992
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Communications and the Arts

Vacancy VN-0747866

National Museum of Australia

Closing Date:Wednesday 02 October 2024

Discover and Collections

Job Title	Deputy Director Curatorial and Collections
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	150247
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The **National Museum of Australia** is where Australia's story comes alive, from deep time histories to modern achievements. We are a globally recognised institution, uniquely positioned to tell the complex and evolving narrative of this nation. Our mission is to inspire, challenge and empower people to find their voice and place in the world, honouring the rich and diverse heritage of Australia.

The Opportunity

Step into a transformative leadership role and shape the future of one of Australia’s leading cultural institutions. As the **Deputy Director, Collection and Curatorial**, you’ll have the opportunity to lead, innovate, and enrich a world-class collection that engages diverse audiences. This role offers the chance to drive cutting-edge curatorial and research programs, oversee an exciting range of exhibitions from permanent galleries to national and international tours, and build impactful partnerships that amplify the Museum’s reach. With a passion for Australian history and cultural heritage, you’ll inspire and lead multidisciplinary teams while championing diversity, equity, and inclusion.Join us in shaping the future of the National Museum of Australia and be a part of bringing the nation’s story to life.

Duties

Shapes Strategic Thinking: Provide strategic direction and oversight for the development, curation, acquisition and management of the Museum's collections and exhibitions, ensuring they align with the Museum's mission and strategic objectives. Lead and coordinate research initiatives within the Collection and Curatorial division, working collaboratively with curators, conservators and other staff to contribute to the understanding and interpretation of Australian history and culture. Utilise diverse information sources and environmental scanning to identify opportunities, threats and critical information gaps, applying contemporary best practices to adjust approaches and seize emerging opportunities.

Achieves Results: Oversee the conservation and preservation efforts for the Museum's collections and archives, working closely with conservators and other staff to ensure the long-term integrity and accessibility of artefacts, artworks, documents and records. Foster a culture of excellence and innovation within the Collection and Curatorial division, promoting continuous learning, professional development and best practices in curatorial, conservation, archival and records management methodologies. Drive a culture of achievement by ensuring ideas and intended actions become reality and planned projects result in expected outputs, while managing risks that may impede project outcomes.

Cultivates Productive Working Relationships: Collaborate with academic and cultural institutions, and other external partners to enhance the Museum's intellectual contributions and facilitate knowledge exchange and collaboration. Build and sustain relationships within the organisation, with the Minister's office, across the APS, and with a diverse range of external stakeholders. Facilitate cooperation within and between organisations by sharing information and maintaining a cross-government focus, promoting the reciprocal sharing of information to build knowledge, fostering teamwork and rewarding cooperative and collaborative behaviour.

Exemplifies Personal Drive and Integrity: Oversee the development and implementation of policies, procedures and standards to guide the acquisition, documentation, storage and display of collection items, archives and records, ensuring compliance with ethical and legal requirements. Adhere to and promote the APS Values and Code of Conduct, acting with utmost integrity and professionalism. Represent the Collection and Curatorial division and the Museum effectively in public and internal forums, advocating the corporate agenda and providing impartial and forthright advice, making tough corporate decisions to achieve desired outcomes.

Communicates with Influence: Represent the Collection and Curatorial division and the Museum at relevant forums, conferences and events, serving as a spokesperson and advocate for the Museum's curatorial and conservation efforts. Confidently present messages in a clear, concise and articulate manner, focusing on key points for the audience and using appropriate, unambiguous language. Structure written and oral communication to ensure clarity, seeking to understand the audience and tailoring communication style and message accordingly, while approaching negotiations with a strong grasp of the key issues and presenting a convincing and balanced rationale.

Fosters Cultural Competency and Inclusivity: Lead and oversee the engagement of key stakeholders, including Indigenous communities, international museums, cultural institutions and other APS agencies, on matters pertaining to the Museum's collections and programs. Champion the ongoing development of internal cultural competency within the organisation, promoting understanding and awareness of diverse cultures, histories and contemporary issues. Foster a culture of inclusivity and respect within the Collection and curatorial division, ensuring meaningful representation and participation in decision-making processes.

Supports Knowledge Exchange and Broader Initiatives: Foster collaboration and knowledge exchange with academic and cultural institutions to enhance the Museum's intellectual contributions and facilitate the dissemination of curatorial and conservation expertise. Promote the reciprocal sharing of information within and outside the Museum to build knowledge, fostering teamwork and rewarding cooperative and collaborative behaviour. Engage in cross-functional projects and initiatives that leverage diverse perspectives to contribute to the broader understanding and appreciation of Australian history and culture. Represent the Museum in national and international forums, conferences and events, serving as an ambassador for the Museum's curatorial and conservation efforts and promoting the exchange of knowledge and best practices.

Eligibility

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

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

Notes

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

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

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

To apply

Applicants must include a 2 - 3 page pitch addressing their suitability for the role against the essential and desirable Skills, Experience and Qualifications defined in the position description with their application.

Visit <http://www.nma.gov.au/about/employment> and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Katherine McMahon, (02) 6208 5102
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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