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PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf

Australian Government

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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0763154

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 02 October 2025

Policy and Regulatory Systems

Job Title	Project Change Lead
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Tasmania TAS
Salary	$126,436 - $140,976
Future Merit Locations	Sydney, Brisbane, Melbourne, Adelaide, Perth, Darwin, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	500
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Project Change Lead

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

About ACECQA

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

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

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

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

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

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

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

The Role

The Project Change Lead is responsible for leading the change management process to ensure the successful implementation and adoption of projects in the NQA IT System environment. The role requires a strong technical understanding, will lead a team of training content developers and is responsible for designing and executing change management strategies including the development of training to enhance user engagement.

This role is full time and fixed-term (until 30 June 2026) at ACECQA Band 6 ($126,436 - $140,976).

Duties

Key Accountabilities

· Lead the planning, coordination, and execution of change initiatives impacting the NQA IT System, ensuring alignment with business goals, user needs, and technical feasibility.

· Develop and implement change management strategies and frameworks specific to enhancements, upgrades, and integrations.

· Ensure changes are delivered in accordance with governance, compliance, and risk management standards.

· Collaborate with technical project managers, system owners, product managers, developers, software vendors and support teams to understand change impacts and ensure stakeholder alignment.

· Lead the communication of change plans, timelines, and expected outcomes to internal and external stakeholders, including end users.

· Facilitate change advisory board (CAB) discussions and decision-making for related changes.

· Adhere to the spirit and practice of ACECQA’s Code of Conduct, build an inclusive performance culture, and role model ACECQA’s values and behaviours.

· Manage a small team responsible for creating and delivering training materials, user guides, and communications to stakeholders affected by project changes.

· Lead the development of onboarding content, release notes, and instructional resources tailored to different user groups.

· Ensure training delivery is timely, effective, and aligned with the change rollout schedule.

· Lead and conduct impact assessments for proposed portal changes, including user experience, data flow, security, and operational dependencies.

· Ensure user acceptance testing (UAT) and readiness activities are progressed to ensure smooth transitions and minimal disruption.

· Monitor adoption and feedback post-change to identify areas for improvement.

· Ensure all changes are documented, approved, and traceable in accordance with internal policies and external regulatory requirements.

· Maintain accurate records of change requests, approvals, testing outcomes, and stakeholder communications.

· Support audit and review processes by providing evidence of change controls and training activities.

· Analyse change performance metrics, user feedback, and incident reports to identify opportunities for process and portal improvements.

· Implement lessons learned from previous change initiatives to enhance future planning and execution.

· Promote a culture of proactive change management and user-centric design.

· Work closely with development, infrastructure, and cybersecurity teams to ensure technical readiness and risk mitigation for changes.

· Lead deployment planning, rollback strategies, and post-deployment validation.

· Ensure portal documentation and support materials are updated in line with implemented changes.

Eligibility

Key Selection Criteria

· A minimum of 3-5 years proven leadership experience in change management, preferably in the context of technology system implementations.

· Tertiary qualification in a relevant discipline.

· Proven experience in leading and developing high-performing teams and the ability to foster team collaboration, accountability, and continuous improvement.

· Strong understanding of regulatory environments.

· Excellent communication and interpersonal skills with the ability to effectively engage with technical and non-technical stakeholders.

· Strong project management skills to coordinate various aspects of change management.

· Demonstrated ability to a lead a team in the creation of training materials for user training sessions.

· Problem-solving mindset with the ability to adapt to unexpected challenges.

· Extensive experience in collaborating with cross-functional teams and external stakeholders.

· Positive and proactive attitude with a focus on achieving successful outcomes.

Desirable:

· Experience working in a regulatory or compliance-driven environment to support change for technology solutions.

· Experience working with regulatory bodies or in sectors such as financial services, health, or government, where adherence to standards and auditability is critical.

· Certification in project management (e.g., Agile, Waterfall, PMP, Prince2) is highly regarded.

Notes

How to apply

The closing date for applications is **02 October 2025** at 11.59pm.

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

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

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

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

All complete applications will be acknowledged.

More information

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0763003

Australian Competition and Consumer Commission

Closing Date:Sunday 05 October 2025

AER - Australian Energy Regulator

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$89,946 - $95,374
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 5
Position Number	EA2025/173
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to the smooth operation of Australia's energy regulator?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It’s why we’re driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It’s why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that’s true to who you are – and that’s the you we want working alongside us.

This role is only available at the AER offices located in **Brisbane**, **Melbourne**, or **Sydney**. They are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

An Executive Assistant at the AER provides executive support to two AER leaders (either Board members and/or senior executives), in addition to administrative and secretariat support to AER committees, branches and projects. Executive Assistants report to the AER leaders they support.

Working under limited guidance, Executive Assistants in the AER:

- Provide high level executive support to senior executives and Board members, including inbox management and diary management, with discretion, attention to detail and strong communication skills.
- Maintain productive relationships with staff across the AER and with stakeholders to support effective workflows and ways of working.
- Provide secretariat support for meetings, including preparing agendas and minutes, liaising with staff across the business to collate papers, managing invitations and RSVPs, arranging meeting rooms, video conference bookings and catering.
- Provide supervision and line management to an APS4 Administrative Assistant.

Eligibility

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

- Experience in providing leadership, guidance and support to a substantive employee.
- Experience in providing high level executive support to senior leaders, including inbox management and diary management, with discretion and attention to detail.
- Demonstrated collaborative attitude and strong communications skills, with the ability to maintain productive relationships with staff of all levels to support effective workflows.
- Proven ability to proactively assess and prioritise multiple competing tasks, and a resilient, adaptive mindset.
- Clear, concise and articulate oral and written communication with a commitment to achieving high quality outcomes.

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

Notes

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

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's

national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Mary Campbell, 0408 081 832
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763043

Australian Competition and Consumer Commission

Closing Date:Sunday 05 October 2025

Consumer Data Right Division, Digital ID Division, National Anti-Scams Centre

Job Title	Analyst / Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW, Townsville QLD
Salary	$89,946 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 5;APS Level 6
Position Number	EA2025/176
Agency Website	https://www.accc.gov.au/

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **We are recruiting for Analysts and Senior Analysts across Consumer Data Right Division, Digital ID Division, National Anti-Scams Centre.**

At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as an Analysts or Senior Analysts :

- Work collaboratively within a team of analysts, assistant directors and directors.
- Conduct research and analyse information about priority areas and communicate this information to key stakeholders in the ACCC.
- Build and maintain relationships with a range of internal and external stakeholders to further the ACCC's priorities in relation to CDR, Digital ID or the NASC.
- Analyse complex data sets, identify patterns, and make data-driven decisions.
- Undertake problem-solving in dynamic environments, fostering critical thinking.
- Prepare written reports, correspondence, and oral presentations, including material for consideration by Commissioners and the Executive.

In addition to the above, the APS6 Senior Analyst role will:

- Have greater responsibility for their own workstreams, as well as managing more complex tasks.
- Supervising and supporting staff members.

Eligibility

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

- Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation.
- Sound analytical, judgement and critical thinking skills.
- Well-developed written and oral communication skills with the ability to influence, persuade and negotiate, as well as communicate in layman's terms.

- An ability to manage competing priorities and deliver quality outcomes within agreed timeframes.
- A sound ability to support productive relationships with stakeholders through collaboration and well-developed interpersonal skills.
- A well-developed understanding of the ACCC's role and functions and objectives of competition and consumer policy or the ability to gain this knowledge quickly.

In addition, the Senior Analyst (APS6) role will require:

- Highly developed research, analytical, judgement, strategic and conceptual skills.
- The ability to provide accurate, impartial, and forthright advice to colleagues and stakeholders.
- The ability to supervise and support junior staff members.

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

Notes

APS5 $89,946 - $95,374 (plus 15.4% superannuation)

APS6 $99,562 - $111,590 (plus 15.4% superannuation)

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

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Alex Murray, 03 96586482
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763118

Australian Competition and Consumer Commission

Closing Date:Sunday 05 October 2025

Australian Energy Regulator
Strategic Communications, Engagement, Compliance, Enforcement & Surveillance

Job Title	Senior Stakeholder Engagement and Government Relations Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/180
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be a key liaison and coordination point for executive stakeholder engagement and support and promote the AER's work?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Senior Stakeholder Engagement and Government Relations Officer

- Contribute to executive support for the Chair, Board and CEO for external engagement including identifying priority issues and coordinating relevant briefing material and advice.
- Provide advice and support to other areas of the AER about best practice stakeholder engagement as part of their ongoing project work that promotes the AER's proactive engagement with a broad range of external stakeholders including government, industry and consumer groups to achieve the AER's strategic objectives.
- Engage and coordinate with internal stakeholders to support the AER's external facing obligations and engagements including participation in parliamentary processes (such as Senate Estimates and Inquiries).
- Work with staff across the agency to improve access to consumer insights (panels, focus groups etc), including leading secretariat support for the Customer Consultative Group.

Eligibility

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

- a well-developed understanding or ability to quickly acquire knowledge of the energy sector, and an understanding of the role, purpose and objectives of the AER.
- demonstrated strong communication skills, including the ability to communicate clearly both orally and in writing.
- an ability to work in a fast-paced environment while managing multiple tasks and competing priorities.
- experience in stakeholder engagement, including contributing to engagement activities and plans.
- relevant tertiary qualifications in communications, public policy, government, law, economics or other related fields are highly desired.

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

Notes

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

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community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Talia Monterosso, 0401379187
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763129

Australian Competition and Consumer Commission

Closing Date:Sunday 05 October 2025

Corporate Division
Executive Office

Job Title	Senior Governance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/175
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to manage the Executive Office's secretariat services; and uplifting processes and policies to achieve compliance with some of the agency's governance responsibilities?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Senior Governance Officer:

- Manage agency processes in relation to conflicts of interest for senior staff and full time Statutory office holders and Associate Commissioners.
- Manage regular reporting on the use of delegations within the Agency, including implementing uniform processes for this reporting.
- Manage compliance of the ACCC's obligations under the Commonwealth Child Safety Framework.
- Undertake or contribute to highly sensitive work on behalf of the General Manager, ensuring efficient executive-level support that aligns with business priorities.

The Senior Governance Officer will understand the strategic priorities of the agency and will be required to provide well considered advice through the Director, Governance and Performance, to the General Manager, Executive Office. This includes in relation to the agency's management of its governance practices and policies, and to implement changes to improve business processes. The role manages the flow of critical information through the Executive Office to the CEO and Commissioners by coordinating and monitoring governance uplift project plans to inform leadership team decision-making and drive progress toward organisational goals.

Eligibility

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

- Relevant work experience in a governance or administration role.
- A strong understanding of ACCC functions and governance processes, or the ability to quickly attain this understanding.
    - A demonstrated ability to effectively:plan, organise and prioritise competing priorities with minimal supervision
    - communicate complex issues simply, clearly and effectively in different mediums
    - develop and maintain strong relationships with senior leaders and teams across the agency
    - apply sound judgement, analytical, and problem-solving skills, with the ability to interpret and apply policies and procedures.

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

Notes

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

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To Apply

Position Contact	Luci Kennedy, 02 62433014
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763137

Australian Competition and Consumer Commission

Closing Date:Sunday 05 October 2025

Corporate
Executive Office

Job Title	Executive and Senior Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	$89,946 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 5;APS Level 6
Position Number	EA2025/174
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to provide high-level support to the ACCC Executive Office, and contribute to ACCC/AER outcomes?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

The roles report to the Executive Officer and are within the Executive Support team providing high quality assistance to the ACCC Chair, Deputy Chairs, Commissioners, and other senior leaders including the Chief Executive Officer and Executive Office General Manager.

The **Executive Assistant (APS5)** role will be based in **Sydney, Melbourne** or **Canberra**. You will:

- Provide a high standard of administrative support to up to two ACCC Commissioners, including diary management and assisting with Executive Office tasks as required.
- Anticipate requirements for meetings, speaking engagements, media and events for the Commissioners.
- Assist in document and clearance management, adhering to governance and workflow systems and processes.
- Book and manage meeting and travel arrangements.
- Drafting and proof-reading, printing and collating documents and communications, and preparing reports.

In addition to the above, as the **Senior Executive Assistant (APS6)** will be based in **Sydney**, and you will:

- Support the Executive Officer to the Chair in the management of the team and take on a leadership role in executive support tasks.
- Overseeing support for the Chair when the Executive Officer to the Chair is absent.
- Lead projects for the Executive Support team, including process improvements, for example, project managing the separation of the Executive Secretariat inbox, updating process manuals and encouraging compliance from the team.
- Assistance in managing documents across the Executive Office and for signature by the ACCC Commissioners with adherence to systems and clearances.
- Coordinate the payment of invoices.
- Supervise and direct APS5 Executive Assistants.

Eligibility

In order to succeed in the role, the **Executive Assistant (APS5)** will need:

- Extensive experience as an Executive Assistant, working in a fast-paced environment, where you manage competing priorities.
- The ability to apply sound judgement and problem-solving skills, with the ability to interpret and apply policies and procedures, and coach others to do the same.
- The ability to incorporate strategic thinking to lead projects, identify gaps or improvements and propose suitable solutions.
- The ability to develop and maintain strong relationships with senior leaders and teams across the agency, with a focus on understanding the needs of these stakeholders, and role-modelling the high standards of professionalism and integrity.
- Demonstrated experience in providing a high standard of administrative support for Executives, including diary management, invoicing and travel.
- Clear, concise and articulate oral and written communication with a commitment to achieving high quality outcomes.
- A strong understanding of ACCC functions and governance processes, or the ability to quickly attain this understanding.

In addition to the above, the **Senior Executive Assistant (APS6)** will require:

- Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation.
- Demonstrated experience leading projects in collaboration with other teams, improving process and providing an exceptional level of administrative support to Executives.

Notes

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

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Kim Beauchamp, 02 9230 9165
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763138

Australian Competition and Consumer Commission

Closing Date:Sunday 05 October 2025

Specialist Advice and Services
Data and Intelligence Infocentre

Job Title	Senior Project Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Perth WA, Melbourne VIC
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/178
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to strategic and operational projects in the ACCC infocentre?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support

and inclusion. It’s why we’re driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It’s why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that’s true to who you are – and that’s the you we want working alongside us.

We value flexibility, and all roles are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

The Infocentre is seeking to fill current and anticipated vacant Senior Project Officer role/s across its three work streams: Operations, Support and Engagement. We will also create a merit pool from this process to draw from as further opportunities arise.

Senior Project Officers carry out, under limited direction, work that is complex, technical and/or sensitive in nature. They support projects, initiatives, and activities across the Infocentre that contribute to the area’s priorities and goals and drive process efficiency and improvements.

Senior Project Officers largely work in line with established practices, regulations, best practice principles, operating instructions, and procedures. They seek direction from more senior staff on complex or sensitive decisions as necessary.

What you will do as a Senior Project Officer:

- Undertake research, analysis and evaluation processes and communicate findings to contribute to strategic and operational projects
- Prepare written correspondence, guidance, briefs and reports for internal and/or external stakeholders
- Develop and maintain relationships with internal and external stakeholders
- Assess and monitor reports from the public based on compliance with laws administered by the ACCC and its Compliance and Enforcement Policy, ensuring relevant matters are referred to triage.

Eligibility

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

- Demonstrated experience leading a service delivery team or project team in a fast-paced and large complex people-centred organisation.
- Excellent communication and interpersonal skills with the ability to build effective relationships with stakeholders and influence outcomes.
- A well-developed ability to organise and prioritise a demanding workload across multiple projects with competing deadlines.
- Ability to plan, develop, deliver, and review training programs for peers and lower classification levels (contributing to PIO training and the on-boarding APS5 or APS6 staff).

Candidates located in Canberra will be highly desirable, particularly for operational roles as the contact handling team is based in Canberra. However high performing candidates from other locations where other Infocentre staff are located will also be considered, including Brisbane, Melbourne and Perth.

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

Notes

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

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To Apply

Position Contact	Sharna Coates, 03 9290 6903
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763183

Australian Electoral Commission

Closing Date:Sunday 05 October 2025

Communication Education and Engagement Branch
Communication Education and Engagement Branch Communications

Job Title	Assistant Director, Internal Communications
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,146 - $133,138
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025-180 10304
Agency Website	https://www.aec.gov.au/

Job Description

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

The Communication and Campaigns section sits within the Communication Education and Engagement Branch at the AEC. The branch is a team of energetic, passionate and skilled practitioners, responsible for ensuring all people are informed about the process of voting in federal elections and referendums and encouraging voters to participate. This includes a focus on people who may experience barriers to participation and may need additional support to equitably participate. This is achieved through the collective work across the branch, covering electoral education, strategic communication, advertising campaigns, community engagement, and design.

The Communication and Campaigns section comprises three teams who provide campaign, design and internal communication services to the agency.

Advertising campaigns are critical to the success of major electoral events and help ensure people have all the information they need to be able to participate. The design team produces all corporate materials, education resources, and election materials such as ballot papers. The internal communication team plays an important role in knowledge sharing across the organisation and informing and engaging staff.

Duties

The Internal Communication Manager drives the strategic development of the AEC's internal communication approach and manages key corporate channels. The role involves leading a small team that provides internal communication services to support AEC goals and objectives.

You'll collaborate with colleagues in communication, digital technology and change management and will have regular interaction across the agency including with members of the Executive Leadership Team, state office staff and various national office business areas. Your role will include activities in strategic communication, internal communication campaigns and activities, developing quality communication materials, managing the intranet (SharePoint platform), supporting executive communications and service provision to business areas.

As a communication professional, you will undertake complex and sensitive work under broad direction and will be required to utilise your creativity, expertise and judgment. During electoral events you'll deliver critical activities in a high-pressured environment.

You'll be responsible for contributing to broader section work on strategic communication planning to ensure consistency with agency goals and objectives, while delivering your own work priorities and meeting deadlines.

Key position responsibilities include planning, developing and delivering a strategic internal communication approach for the AEC, including a focus on improvement to ensure the continuation of effective internal communications, while providing specialist advice and assistance to a range of business areas, including executive, on aspects related to their internal communication requirements of the AEC.

To excel you'll have:

- Strong leadership and management skills, with experience in developing capabilities, encouraging career development and embedding professionalism.
- Demonstrated ability and technical experience using digital platforms such as SharePoint.
- Excellent communication and interpersonal skills with demonstrated ability to communicate effectively and strategically with diverse stakeholder groups to achieve outcomes.
- A high level of personal integrity, accuracy and impartiality while achieving results within legislative and policy parameters.
- Demonstrated ability to work in a fast-paced environment and manage multiple competing priorities with flexibility in the face of changing priorities and deadlines.
- Exceptional oral and written communication skills including demonstrated ability to prepare briefing documents and submissions and explain complex issues simply.

Desirable

- Relevant tertiary qualifications in communication.
- Working level of technical knowledge to assist with management of internal channels

- Knowledge of, or ability to, quickly gain knowledge of Australia's electoral system.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Elena Dimcevska, elena.dimcevska@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0763147

Australian Fisheries Management Authority

Closing Date:Friday 03 October 2025

Fisheries Information and Services Branch Observer and Electronic Monitoring

Job Title	EL 1 Manager
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	$123,864 - $137,667
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Work 3 days in the office per week
Classification	Executive Level 1
Position Number	C00467
Agency Website	

Job Description

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

Duties

We are looking for someone who, in collaboration with internal and external stakeholders, can lead a team to deliver on the core objectives of AFMA Observer and Electronic Monitoring team.

About the team

The team is currently responsible for the effective and efficient delivery of AFMA's field based Scientific Observer Program. Over the coming 12 months it is anticipated that the role of the team will evolve, incorporating the delivery of AFMA's observer program and the operational function of its electronic monitoring program into a single integrated monitoring team.

Observer Program

The Observer Program is responsible for the collection of independent data about at sea fishing activities. The Observer Program deploys scientific observers to collect a range of data required for effective fisheries management of Commonwealth fisheries, including for example biological

data such as otoliths and length measurements. Field observers are placed on board Commonwealth fishing vessels or undertake port monitoring.

The Canberra based Observer administration team provides the support to the field observers, managing the deployments and liaising across AFMA's business areas regarding the observer needs of each fishery.

Electronic Monitoring Program

The Electronic Monitoring Program validates critical data, provides independent validation and monitoring of high-risk components of fisheries and enables identification of new and/or emerging risks and issues on board fishing vessels. The information and data collected supports evidence-based decision making and informs risk-based compliance activities.

AFMA's Electronic Monitoring Program is utilised by all business areas, including fisheries management areas and compliance teams. In addition, AFMA's Electronic Monitoring Program has linkages into international fora, with growing interest in this tool from regional fisheries management organisations.

AFMA's Electronic Monitoring Program is cutting edge, both nationally and internationally, and requires the team to maintain excellent relationships with internal clients and collaborate closely with external stakeholders such as the fishing industry, CSIRO, conservation NGOs and electronic monitoring vendors globally.

The position

The primary roles of the Manager in the Observer and Electronic Monitoring program are to:

- Provide leadership and direction to the geographically diverse team, and to proactively develop, maintain and encourage a positive workplace culture.
- Support and implement a cost effective and efficient monitoring program within the Australian Fishing Zone and some adjacent high seas areas under international arrangements.
- Manage the safety and wellbeing of observers deployed on commercial fishing vessels through proactive monitoring, risk assessment and coordination with relevant stakeholders.
- Oversee the operational aspects of delivering the monitoring program.
- Manage team resources effectively and efficiently to deliver duties, including performance of staff, budget/expenditure, Work, Health and Safety (WHS) risks and training.
- Lead team engagement and coordination with other AFMA sections to deliver activities.
- Lead engagement and coordination with external stakeholders to deliver services.

Capabilities

We are looking for someone who:

- Has experience and expert skills in program delivery and implementation, including in the development of supporting program policies and procedures documentation with solid track-record of managing and responding to complex business issues.
- Has a good understanding of data collection methodologies, desirably in a fisheries environment.
- Has a good understanding of work, health and safety procedures, which is particularly relevant for observers at sea.
- Has strong strategic leadership and management experience and can demonstrate capability to effectively lead a team to optimise performance.
- Has high level communication skills (verbal and written), excellent negotiation and interpersonal skills, can establish solid relationships with both internal and external stakeholders and is effective in influencing and generating important program outcomes.
- Is a highly motivated, results driven, self-starting individual who displays initiative and motivation to work under limited supervision and who can deliver impactful program outcomes to meet business needs.

Eligibility

- Currently holds a Baseline security clearance or has the ability to obtain and maintain a security clearance.
- Must have an ability to undertake interstate (and possibly international) travel.

Notes

About the Australian Fisheries Management Authority

To Apply

Position Contact	Anne Shepherd, 02 6225 5361
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0763008

Australian Government Solicitor

Closing Date:Sunday 12 October 2025

Australian Government Solicitor
Dispute Resolution Civil Regulation

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Perth, Sydney, Hobart, Darwin
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1;Executive Level 2
Position Number	TBA
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Senior Lawyers (Executive level 1 and Executive level 2)
- Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney
- Ongoing (permanent) or non-ongoing roles

AGS is seeking Senior Lawyers who possess experience in regulatory litigation, including competition and consumer law, financial services and corporate regulatory law, or other Commonwealth regulatory litigation matters.

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 800 staff, including 576 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The AGS Dispute Resolution practice (DR) is Australia's pre-eminent public law litigation practice. It has unrivalled experience and specialist expertise in providing dispute related legal advice and representation in every jurisdiction in Australia, across a diverse range of legal matters for Commonwealth agencies, including a very significant practice representing the Commonwealth's regulatory enforcement agencies, administrative law, tax litigation, employment law, torts law and information access law. AGS acts for the Commonwealth in the full range of disputes to which it is a party or in which it has an interest (including access to sensitive information) and advises on investigations including for law enforcement and national security agencies. DR also represents the Commonwealth before inquests, inquiries and royal commissions, and as the solicitor assisting royal commissions. In addition, DR has a specialist in-house counsel practice, led by Tim Begbie KC.

In these roles you will:

- work on competition and consumer cases, financial services and corporate regulatory cases, or other regulatory litigation and advice matters
- effectively represent Commonwealth agencies in dealings with other parties, witnesses and counsel
- provide a high standard of client service and maintain strong client relationships
- supervise and mentor junior colleagues
- be part of the AGS Dispute Resolution team.

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

About you

These roles will suit dispute resolution senior lawyers with experience in competition and consumer law, financial services and corporate regulatory law, or other Commonwealth regulatory litigation. The successful candidates will ideally have:

- generally, at least 5 years' (EL1) or 7 years' (EL2) post-admission experience in the relevant field
- experience in regulatory work or litigation, the ability to clearly articulate technical arguments, draft advice, and assist with the conduct of Federal Court proceedings
- the ability to work closely with clients to achieve strong regulatory outcomes

- excellent interpersonal skills, negotiation skills and the ability to persuade.

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 lawyers commercially 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 work 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 (AEDT) on Sunday, 12 October 2025.

Further enquiries

Further information can be obtained by contacting Jill Mackay, HR Business Partner on 02 9581 7568.

Eligibility

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

Notes

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

About the Australian Government Solicitor

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 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jill Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0763018

Australian Government Solicitor

Closing Date:Sunday 12 October 2025

Australian Government Solicitor
Dispute Resolution Tax

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Hobart, Darwin, Canberra, Adelaide, Brisbane, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1;Executive Level 2
Position Number	TBA
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Senior Lawyers (Executive Level 1 and Executive Level 2)
- Sydney, Melbourne, Brisbane, Adelaide, Canberra and Perth
- Ongoing (permanent) and non-ongoing roles

Opportunities exist for dispute resolution senior lawyers to join our Tax team undertaking litigation in a range of practice areas for the Commissioner of Taxation, including tax appeals and reviews in the Federal Court and Administrative Review Tribunal, judicial review proceedings, and recovery work in various jurisdictions.

About us

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About the roles

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In these roles you will:

- work on a range of litigation matters (and litigation-related advice matters) for the Commissioner of Taxation
- manage or assist with taxation litigation across a range of jurisdictions, including the Federal Court, Administrative Review Tribunal and State Courts
- represent Commonwealth agencies in dealings with other parties, witnesses and counsel
- undertake work in other areas of law relevant to the work of AGS Dispute Resolution.

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

About you

The successful candidates will ideally have:

- generally, at least 5 years' (EL1) or 7 years' (EL2) post-admission experience in the relevant field
- experience in the relevant field and in other areas of law relevant to the work of dispute resolution
- experience in managing commonwealth litigation matters
- a strong understanding of relevant law in the area and the ability to clearly articulate technical arguments and draft advisory opinions
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade, think creatively and deliver innovative client focused legal solutions.
- excellent interpersonal skills, negotiation skills and the ability to persuade.

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 lawyers commercially 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 work 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.

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Further enquiries

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Eligibility

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

Notes

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

About the Australian Government Solicitor

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 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jill Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0763052

Australian Government Solicitor

Closing Date:Tuesday 07 October 2025

Australian Government Solicitor
Office of General Counsel

Job Title	Senior Executive Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Senior Executive Service Band 1
Position Number	TBA
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Public law, in particular constitutional law
- Canberra, Sydney, Brisbane, Adelaide or Melbourne locations
- Permanent and non-ongoing roles

AGS is seeking Senior General Counsel/Senior Executive Lawyers to join the Office of General Counsel in AGS to advise the Commonwealth on constitutional and public law, statutory interpretation and the development, implementation and administration of legislation, or engage in complex constitutional litigation.

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 800 staff, including 576 lawyers, we work in more than 40 different areas of law related to government.

About the role

The Office of General Counsel (OGC) specialises in the provision of legal advice and assistance to the Commonwealth Government on constitutional and public law, complex statutory interpretation and the development, implementation and administration of legislation. OGC also acts for the Commonwealth in High Court constitutional litigation and coordinating the conduct of other cases involving constitutional issues. OCG's team of approximately 110 lawyers has specialist expertise in constitutional and public law, statutory interpretation and the development, implementation and administration of legislation and the conduct of constitutional litigation.

As Senior General Counsel/Senior Executive Lawyer in OGC, you will work with and help lead a highly skilled team on matters of national importance.

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

About you

The successful candidates will ideally have:

- substantial expertise and experience as a public lawyer, particularly in constitutional law and statutory interpretation. Expertise in public international law, legislative drafting or in conducting constitutional litigation would be desirable
- detailed knowledge of the Commonwealth legal environment and policy development processes
- demonstrated ability and commitment to effectively supervise, train, mentor and develop more junior legal staff
- excellent professional judgement, interpersonal skills and the ability to communicate with influence and build client relationships; and
- the capacity to lead, both within and beyond OGC, and positively contribute to the broader AGS practice.

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.

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 and ensure that you upload a maximum 2 page cover letter indicating your relevant experience with reference to the required skills and experience set out above and in the relevant role description, along with a copy of your CV.

Applications close at 5:00pm (AEDT) on Tuesday, 7 October 2025.

Further enquiries

Further information can be obtained by contacting Natalie Lightfoot, HR Business Partner on 02 6253 7529.

Eligibility

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 (NV2) level (or higher if required).

Notes

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

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

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To Apply

Position Contact	Natalie Lightfoot, 02 6253 7529
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0763127

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Entry Level Programs

Job Title	ASD2 Affirmative Measures – First Nations Apprenticeship Program
Job Type	Full-Time, Ongoing
Location	Geraldton WA
Salary	$65,286 - $65,286
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	ASD/07595/25
Classification	APS Level 2
Position Number	ASD/07595/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

The Australian Defence Satellite Communications Station (ADSCS) team comprises both locally engaged staff, as well as personnel on a term transfer from interstate. The team conducts a broad range of functions from administration and finance management, to managing large projects and integrating new communications capabilities into the site.

Although team members have their own roles and responsibilities, the ASD team at ADSCS work together alongside our contracted workforce and colleagues from other Agencies to achieve outcomes on behalf of ASD and Australia’s national security. ADSCS staff embrace continuous learning and take every opportunity to share their knowledge and experience with others. There are opportunities for staff to engage with and learn about the many different activities taking place on the facility.

About the Role

As an Apprentice at ASD, your work will support Australia’s national security. Whether you are a school leaver or looking for a career change, if you have a passion for Australia’s national security, we encourage you to apply.

You will work three to four days per week on site at the Australian Defence Satellite Communications Station, supported by ASD mentors and supervisors, with the rest of your time dedicated to completing a Certificate IV (1.5 years). ASD will pay for your studies as well as your work under a competitive remuneration package.

In addition to your formal studies, you will undertake an extensive internal training package where you can obtain nationally-recognised qualifications.

Diversity powers our mission. Our work is challenging, and our history shows that the best teams contain a diverse range of people. To achieve our mission, we require people with strong integrity and a mix of skills, passion, adaptability, resilience, curiosity and creativity. We support our people to bring their best selves to work. Whether this is through our diversity and inclusion initiatives, flexible working arrangements or learning and development opportunities.

ASD supports First Nations employees with First Nations Ceremonial Leave and NAIDOC Leave enabling employees to balance their cultural and work responsibilities and community participation. ASD encourages collaboration through its First Nations Network, which comprises of Aboriginal and Torres Strait Islander employees and allies committed to ensuring ASD is a culturally safe workplace.

We are committed to the growth of our most important resource – you.

Further information can be found at: I'm starting my career | Australian Signals Directorate.

Duties

You will work as part of a team and under routine direction to perform and achieve straightforward procedural, operational, administrative and business support, including workplace health and safety.

You do not need to meet every criterion – if you have the motivation and capacity to learn, we want to hear from you. We are looking for people who can demonstrate:

- Good communication and teamwork skills
- Attention to detail and organisational skills
- Ability to follow instructions and meet deadlines

All successful candidates commence their apprenticeship on a salary of $62,755 plus a 4% service allowance and 15.4% superannuation. On successful completion, Apprentices will advance to a higher salary.

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

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

First Nations Peoples - This position is open only to First Nations applicants under Affirmative Measures.

Applicants are required to provide confirmation of heritage as part of the recruitment process. ASD acknowledges seeking documentation can be a time-consuming process. If you do not yet have the supporting documentation, ASD will accept documented evidence at a later date, prior to you being offered a position.

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

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

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

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

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

Support will be available for the preferred applicant/s as they undergo the vetting process.

Notes

Mandatory Qualifications

Applicants must have a Year 12 Certificate or equivalent prior to commencing the program.

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

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

This vacancy has been nominated for filling within the Agency's Apprenticeship program. An Apprenticeship program is designed to provide participants with the opportunity to undertake a vocational level qualification whilst gaining on-the-job training to learn new skills. Apprentices experience structured development, mentoring and on-the-job support and may be offered a permanent placement on completion of the program.

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asd.direcruitment@defence.gov.au
Agency Recruitment Site	www.asd.gov.au/careers

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Vacancy VN-0763197

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Cyber Security Resilience

Job Title	ASD EL1 Assistant Directors - Cybersecurity Assessor and Mitigation Evaluation and Governance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Canberra ACT
Salary	$126,857 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	ASD/07810/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

This information pack details information on two position titles at ASD's Assessment and Authorisation (AA) and Mitigation Evaluation and Governance (MEG) sections.

ASD's AA section conducts assurance activities of classified systems to support authorised operation of such systems as defined in the Protective Security Policy Framework (PSPF). In performing these assurance activities, we conduct threat modelling, risk assessments and provide guidance on various security topics to our stakeholders, leading to authorisations of these systems.

ASD's MEG section provides technical advice and evaluations in relation to the use of High Assurance (HA) products and Common Criteria (CC) standards.

ASD's AA and MEG teams play a significant role in allowing our stakeholders to operate classified systems in a secure manner. It is a multidisciplinary team with diverse skills, background and experience, comprised of people who have joined from industry and government. The team values collaboration, knowledge sharing, creativity in thinking and perseverance. All team members are supported in ongoing professional development and training, and provided opportunities to develop skillsets to keep pace with evolving priorities and technological advancements. Successful applicants may also have opportunities to travel. The team culture supports flexible work practices so that people can balance their work and what is important to them outside of work.

About the Role

The EL1 Cybersecurity Assessor for AA is responsible for the delivery of cybersecurity assessments and assessment of ICT systems, whilst managing a number of cybersecurity assessors.

Key Duties involve:

- Guidance to team members in security standards and regulations, such as the Information Security Manual (ISM) and the Protective Security Policy Framework (PSPF).
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Demonstrating interpersonal skills to foster and promote a positive and inclusive workplace culture that aligns with ASD values.

The EL1 for MEG is responsible for leading a team that:

- Develops advice to inform and harden high assurance devices, based on in-depth evaluation and system architecture.
- Performs technical assessments, threat modelling and vulnerability management across a large selection of varied and state-of-the-art technologies.
- Deliver bespoke technical security guidance to our customers designed to prevent adversaries from using their tradecraft.
- Engages with Defence projects and multinational vendors supporting the Australian High Assurance Evaluation environment.

Duties

Our ideal candidates will have:

- Experience in leading & delivering ICT cybersecurity assessments.
- Strong experience in security standards and regulations, such as the Information Security Manual (ISM), Essential Eight and the Protective Security Policy Framework (PSPF).
- Managing allocated resources, setting work priorities and managing workflows to ensure accurate completion of work within timeframes and quality requirements.
- Ability to fulfil supervisory duties including proactively developing and mentoring the cybersecurity assessment workforce.
- Experience leading a geographically dispersed workforce, including building cohesive teams and managing remote staff.

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

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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

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

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

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

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

Notes

Mandatory Qualifications

Bachelor/Master Degree in any of the following;

- Cybersecurity, Information Technology, Computer Science
- Computer/Electronics/Telecommunications Engineering

Desirable Qualifications, Experience or Training

- Experience in Governance, Risk and Compliance role.
- Cybersecurity certifications viz. IRAP, CISSP, CISM, CISA, CRISC, SABSA etc.
- Ability to develop and manage professional relationships with self-regulation in a technically driven workforce.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763265

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Cyber Security Resilience

Job Title	ASD 4, 5 & 6 ICT Information Security Technologists and Cybersecurity Assessors
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA, Melbourne VIC
Salary	$83,489 - $116,169
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/07825/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

This information pack details information on two position titles at ASD’s Assessment and Authorisation (AA) and Mitigation Evaluation and Governance (MEG) Sections.

ASD’s AA section conducts assurance activities of classified systems to support authorised operation of such systems as defined in the Protective Security Policy Framework (PSPF). In

performing these assurance activities, we conduct threat modelling, risk assessments and provide guidance on various security topics to our stakeholders, leading to authorisations of these systems.

ASD's MEG section provides technical advice and evaluations in relation to the use of High Assurance (HA) products and Common Criteria (CC) standards.

ASD's AA and MEG teams play a significant role in allowing our stakeholders to operate classified systems in a secure manner. It is a multidisciplinary team with diverse skills, background and experience, comprised of people who have joined from industry and government. The team values collaboration, knowledge sharing, creativity in thinking and perseverance. All team members are supported in ongoing professional development, training and provided opportunities to develop skillsets to keep pace with evolving priorities and technological advancements. Successful applicants may also have opportunities to travel. The team culture supports flexible work practices so that people can balance their work and what is important to them outside of work.

About the Role

Assessment and Authorisation section is expanding and seeking to fill multiple positions across ICT Cybersecurity Assessor roles. The section is looking to recruit people with experience or passion to learn security threat modelling, security risk assessments and mitigations.

Examples of the types of things you will do are:

- Perform threat modelling and assessments of highly sensitive and critical systems.
- Conduct ICT risk assessments by utilising frameworks such as ASD information security manual (ISM) and Essential Eight.
- Undertake site visits to assess and validate control implementation against documented controls.
- Consult internal teams to validate security posture of specific products and systems, and suitability of alternative controls.
- Develop reports that support senior executives, highlighting key findings of ICT risk assessments and proposed mitigations.
- Respond to inquiries from stakeholders by liaising with ASD teams and subject matter experts.
- Deliver regular reports regarding assessment activities.

ASD 4 ICT Cybersecurity Assessor:

- With supervision, perform assigned modular tasks and respond to inquiries from stakeholders.
- Proactively report and escalate any issues with ongoing assessments.
- Develop knowledge of cyber security frameworks and technologies.
- Actively engage in ongoing self-improvement and professional development.

ASD 5 ICT Cybersecurity Assessor:

- With limited supervision, deliver assigned broader tasks and provide guidance to stakeholders.
- Actively liaise with key stakeholders to identify relevant expectations and concerns.
- Develop a sound understanding of cyber security frameworks and technologies.
- Proactively identify training needs and engage in ongoing self-improvement and professional development

ASD 6 ICT Cybersecurity Assessor:

- Take responsibility for end-to-end delivery of assigned projects, by coordinating with internal and external stakeholders.
- Build, extend and sustain positive relationships with key stakeholders and interdisciplinary ASD teams.
- Identify process improvement opportunities and take initiatives to drive change within the team.
- Function as a subject matter expert in one or more security domains, and continue to engage in ongoing self-improvement and professional development.

ASD's **Mitigation Evaluation and Governance** is responsible for:

- Providing expert support, advice and assistance to government agencies, the ADF and Defence major capability programs when implementing new or existing HA solutions into the secure communications environment as part of the ASD's HA evaluations program.
- Providing certification duties to ensure CC evaluations are completed in accordance with the international CC standard and ASD's policies and processes and to participate in the development of standards to uplift security in ICT products.

ASD 4/5 ICT Information Security Technologist:

• Under supervision, perform assigned technical tasks such as technical evaluation of products.

• Contribute to threat modelling and risk evaluation activities.

• Develop knowledge of cyber security frameworks and technologies.

• Actively engage in ongoing self-improvement and professional development.

ASD 6 ICT Information Security Technologist:

- Take responsibility for delivering in-depth technical evaluation of products, by coordinating with internal and external stakeholders.
- Prepare advice to inform and harden products, based on results of in-depth technical evaluations.
- Identify products/technologies for in-depth evaluation based on the section’s priorities to delivery advice.
- Supervise guide junior staff and commit to their and own ongoing self-improvement and professional development.

Duties

We are looking for candidates who either are or have the potential to be ICT Risk and Compliance Assessors and or Information Security Technologist.

This includes candidates with experience in any of the following areas:

- ICT governance, risk and compliance (GRC)
- ICT auditing and consulting – e.g. Essential Eight, ISM and NIST
- ICT and security strategy and operations
- Enterprise risk management
- System Administration
- Telecommunications
- Networking

The most important characteristics you will display are:

- Perseverance and resilience in the face of difficult problems.
- The drive to continuously learn (from others and independently).
- Desire to work collaboratively and conscientiously with the team.

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

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

- Cybersecurity, Information Technology, Computer Science or Computer/Electronics/Telecommunications Engineering Bachelor/Master Degree.
- Experience in Governance, Risk and Compliance role.
- Cybersecurity certifications viz. IRAP, CISSP, CISM, CISA, CRISC, SABSA etc.
- Ability to develop and manage professional relationships with self-regulation in a technically driven workforce.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763303

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Enterprise Technology
Capability & Transformation

Job Title	ASD EL1 Lead Security Engineer / Azure Security Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$126,857 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	Executive Level 1
Position Number	ASD/07885/25
Agency Website	https://www.asd.gov.au/careers

About the Team

ASD's Capability and Transformation Group has a broad scope of responsibilities, ranging from the delivery and execution of leading-edge mission capability and tools to an overarching portfolio view of ASD and the implementation of REDSPICE. The five Divisions include Cloud, Enterprise Technology, Mission Capability, Mission Data and Portfolio & Transformation.

Each Division drives project management maturity improvements and is comprised of members of diverse skills and disciplines who work together to deliver positive capability development outcomes for all stakeholders. By partnering with these stakeholders, including Air Force, Army, Navy and other Defence Groups, we deliver complex capability projects/programs to enable ASD and the ADF to stay ahead of technical advancements in the region.

With a diverse range of projects and roles available, this is your opportunity to combine both your skills and interests to contribute to the ongoing success of ASD.

ASD offers excellent training, mentoring and development opportunities as well as a competitive salary and benefits packages.

About the Role

As an **EL1 Azure Security Engineer** you will work independently with reasonable autonomy and accountability to achieve outcomes of existing technology delivery plans. You will work alongside other Cloud Division cloud engineers, solution architects and mission teams to contribute to the successful delivery of platform solutions in support of ASD capability.

EL1 Azure Security Engineer:

- Successfully use and understand automation and scripting, PowerShell and Azure CLI for automation of tasks, managing resources and executing deployment scripts.
- Utilize ARM/BICEP templates, Infrastructure as Code (IaC) for automated resource deployment.
- Understanding of EntraID, including strong understanding of configuring user groups and roles

- Implementing secure sign on solutions, with experience in authentication.
- Applying security and governance, Azure security best practices, implement security measures like Azure security centre, network security groups/perimeters and firewalls.
- Contribute to successful utilisation of cloud resources such as virtual networks, storage and compute instances.
- Designing and maintaining Azure DevOps for implementing CI/CD pipelines for automating infrastructure management.
- Ensure the correct management of user permissions and access policies
- Implement Policy and blueprints, enforcing governance and compliance across the Azure environment.
- Drive and lead the selection and integration of automation tools, ensuring alignment of business and technical requirements.
- Responding to incidents and troubleshooting issues related to cloud infrastructure.
- Assisting with performing root cause analysis and implementing preventive measures to avoid future incidents.
- Work collaboratively with stakeholders and subject matter experts to progress cloud business activities
- Ensuring that cloud infrastructure complies with security standards and regulations, such as the Information Security Manual (ISM) and the Protective Security Policy Framework (PSPF).

As an **EL1 Lead Security Engineer** you will play a pivotal role in ensuring ASD’s security systems are effectively maintained through implementing and testing new security features, planning computer and network upgrades, troubleshooting, and responding to security incidents.

EL1 Lead Security Engineer:

- Accountable for managing allocated resources, setting work priorities and managing workflows to ensure accurate completion of work within timeframes and quality requirements.
- Accountable for accurate completion of work within timeframes and quality requirements, sharing own expertise with others and guiding and mentoring less experienced employees.
- Lead the development and implementation of strategies and the evaluation of business outcomes to ensure continuous improvement in the delivery of ICT security.
- Deliver risk assessments, business impact analysis and assurance for information systems within the organisation.
- Analyse security risks and business impacts and provide guidance on security strategies to manage identified risks.
- Maintain knowledge, skills and experience of general security issues and apply to IT security risk analysis.
- Engage with internal and external stakeholders from other technical specialties to share and develop ICT security policy.
- Lead the application and compliance of security operations procedures and review information systems for actual or potential security controls to achieve Authority to Operate accreditation.
- Negotiate with ICT engineers and ICT Security in the development and approval of Concept of Operations, System Security Plans and Executive briefs to achieve an Authority to Operate accreditation.

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

Duties

EL1 Azure Security Engineer:

- Hands-on experience in implementing, configuring, and maintaining EntraID & Azure services.
- Experience in Azure infrastructure, virtual machines, networking, storage and identity and access management including RBAC.
- Knowledge and experience with Azure Policy and blueprints.
- Experience in infrastructure deployment and management tasks through scripting.
- Ensuring cloud infrastructure adheres to governance policies and compliance requirements.
- Configuring and managing cloud networking components.
- Proven experience in managing ICT hosting or cloud platforms.
- Ensuring compliance with national security regulations.
- Robust communication skills, including the ability to explain complex problems to management.

EL1 Lead Security Engineer:

- Industry experience, formal training or a particular domain expertise.
- A deep understanding of the architecture, administration and management of operating systems like Linux and Windows.
- As appropriate, have a deep understanding of firewalls and the nuances and benefits of differing firewalls.
- Ability to design and implement enterprise solutions in AWS or Azure.
- Proficiency in configuring centralised audit, SIEM and SOAR capabilities.
- Demonstrated experience authoring and ensuring compliance with cloud policy.
- Experience in directing teams and developing junior staff.
- Ability to communicate with both technical and non-technical people using varied communication styles to effectively engage with a range of audiences.
- Security engineering knowledge and experience to assess risks and uncertainties and consider these in planning, decision-making and priority setting for the team.
- Will drive solutions to overcome the security risks and business impacts.
- As part of ASD's technical leadership groups, our ideal candidate will provide leadership, technical and planning knowledge and experience, ensuring the overarching security architecture meets business objectives and requirements.

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

Eligibility

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

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

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

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

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

Notes

EL1 Azure Security Engineer:

- Commercial cloud certifications desired, Information Technology, Computer Science or Computer Engineering Bachelor Degree.
- Proven experience in same or similar role.
- Proven experience cloud infrastructure and best practice.
- Desirable skills in organisational governance, business process design and digital transformation.
- Ability to develop and manage professional relationships with self-regulation in a technically driven workforce.

EL1 Lead Security Engineer:

Experience across a breadth of ICT technologies is highly desirable, these technologies could include:

- Firewalls
- Formal qualifications in ICT, Engineering, or related fields
- Security Controls and Threats
- Operating systems
- Virtualisation solutions
- Networking technologies
- Databases
- Desktop environments
- Web services
- System protection techniques
- CIS System Hardening
- Relevant experience operating in a security environment
- Knowledge and understanding of the Information Security Manual (ISM), Protective Security Policy Framework (PSPF) and/or security governance from an industry perspective.

Minimum 5 years' relevant experience in the security engineering field.

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

About the Australian Signals Directorate

To Apply

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

Vacancy VN-0763313

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Capability & Transformation
Mission Data & Mission Capability

Job Title	ASD 5 & 6 Software Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$92,387 - $116,169
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 5;APS Level 6
Position Number	ASD/07890/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

Are you interested in developing unique capabilities for Australia's foreign signals intelligence and cyber security agency? ASD has a wide variety of Software Developer positions available across multiple divisions within the agency. As a software developer, you will work in multi-disciplinary teams responsible for the design and development of capabilities that meet ASD's mission needs.

Within ASD, our teams comprise of highly skilled individuals with a diverse range of backgrounds and experience. We offer opportunities to work across a broad spectrum of roles within the software development cycle. The work we do is unique, critical and incredibly rewarding.

We are seeking people who want to be at the forefront of innovation and work alongside experts in a wide variety of fields, to protect Australia and its national interests.

About the Role

ASD is looking for software developers who can work across the full stack to develop ASD's custom applications. We leverage open source software and best practises, enhanced by our own in-house development to deliver custom applications and capabilities for ASD. The roles are in team environments, working alongside talented colleagues and supported by technical leadership.

As a Software Developer, your daily activities could include:

- Full stack development of an application, from front-end user interface through to databases.
- Contributing towards software design, planning, implantation and deployment.
- Supporting your team's pipeline automation, cloud integration and dev-ops for the ongoing support of production capabilities.
- Working closely with users and internal teams to be responsive to changing requirements, identifying issues and developing new features rapidly to meet mission needs.
- Collaborating with other developers to deliver code, including peer coding, code reviews, implementing agile practices and mentoring junior developers.

Key Duties:

ASD 5:

- Responsible for design, coding, verifying, testing, amending, refactors and documenting of moderately complex programs.
- Apply agreed standards, specifications, security measures and tools.
- Understand and apply knowledge of development frameworks and best practise in software development.
- Identify and propose practical solutions to resolve issues related to software development.
- Operate with limited direction to achieve outcomes.
- Review and develop the quality of work undertaken by others.
- Provide guidance, mentoring and support to less experienced team members.

ASD 6:

- Design, code, verify, test, review, refactor and document complex programs and services. Demonstrate technical responsibility for a stage of software development or complex program.
- Operate independently with minimal direction to align with team deliverables.

- Apply agreed standards, specifications, security measures and tools, with a focus on meeting best practices for code quality, performance and security.
- Apply expertise in software development frameworks, methodologies and best practise to contribute to decisions on selection of methods, techniques, tools and direction of team.
- Lead reviews and develop the quality of work undertaken by others.
- Lead, guide and mentor team members on software development. Allocate work, set priorities and develop strategies for a small development team.
- Build productive working relationships with other technical teams.

Duties

ASD is looking for developers who can work effectively within a complex technical environment. Ideal candidates will be innovative, proactive and have experience in applying their technical skills to solve problems. We are seeking people who have:

- Strong technical skills, with the ability to deliver their work and contribute towards team deliverables.
- Ability to effectively work in an agile software development team and build productive working relationships with technical colleagues in ASD.
- A focus on meeting best practices for code quality, performance and security.
- Ability to provide technical guidance and mentoring to junior developers.

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Highly desirable experience or qualifications in any of the following areas:

- UI/frontend development - , experience with the following frameworks & libraries: React, Angular, Typescript/Javascript, Next.js, Vite, TailwindCSS, Tanstack/React Query, Material UI, Redux or Zustand
- Backend development - GoLang, Java, SpringBoot, Python, Maven, Django, C/C++/C# or Rust
- Software programming – Python, C, Java
- Experience working with databases and search engines, including PostgreSQL, OpenSearch, MongoDB, OracleSQL, Redis, Neo4J, relational database schemas.
- DevOps and deployment - Kubernetes, Helm, Knative and Docker, Terraform, Flux, CI/CD pipelines, Ansible.
- Android/iOS native development – desirable libraries and SDK’s include React Native or Flutter

Desirable experience or qualifications in the below:

- Authentication
- Data engineering and data modelling.
- Experience with REST APIs
- Software design, planning and implementation.
- Software quality assurance, testing, evaluation, and automated testing using testing frameworks
- Cloud native application development.
- System monitoring (e.g. Splunk, Prometheus/Grafana).
- Kibana, Grafana, Logstash or other metric capability / logging and audit.
- Dataflow management technologies (e.g. Apache NiFi)
- Experience integrating with complex systems.

National Intelligence Community (NIC) experience is highly desirable.

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

About the Australian Signals Directorate

To Apply

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

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0763318

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Capability & Transformation
Cloud

Job Title	ASD 5 & 6 Security Engineers
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$92,387 - $116,169
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 5;APS Level 6
Position Number	ASD/07884/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD's Capability and Transformation Group has a broad scope of responsibilities, ranging from the delivery and execution of leading-edge mission capability and tools to an overarching portfolio view of ASD and the implementation of REDSPICE. The five Divisions include Cloud, Enterprise Technology, Mission Capability, Mission Data and Portfolio & Transformation.

Each Division drives project management maturity improvements and is comprised of members of diverse skills and disciplines who work together to deliver positive capability development outcomes for all stakeholders. By partnering with these stakeholders, including Air Force, Army, Navy and other Defence Groups, we deliver complex capability projects/programs to enable ASD and the ADF to stay ahead of technical advancements in the region.

With a diverse range of projects and roles available, this is your opportunity to combine both your skills and interests to contribute to the ongoing success of ASD.

ASD offers excellent training, mentoring and development opportunities as well as a competitive salary and benefits packages.

About the Role

ASD is seeking highly motivated ASD 5 & ASD 6 Security Engineers from all backgrounds with experience in various forms of Security Engineering.

You will play a pivotal role in ensuring ASD's security systems are effectively maintained through implementing and testing new security features, planning computer and network upgrades, troubleshooting, and responding to security incidents.

ASD 5 Security Engineer:

- Participate in the conduct of security risk assessments and provide advice and guidance on the application and operation of security controls.
- Perform risk and security control assessments as required by Defence policy to maintain confidentiality, integrity, availability of information systems and enhance business outcomes.
- Use experience to explain systems security and the strengths and weaknesses that are relevant across Defence.
- Understand and explain policy relating to IT security.
- Communicate and provide authoritative advice and guidance on strategies to manage identified risk.

- Analyse and report identified security incidents in accordance with established procedures and recommend any required actions.
- Assist with the application and compliance of security controls and review information systems for actual or potential security vulnerabilities.
- Produce concise technical systems documentation and knowledge artefacts supporting design and operational continuity.
- Understand and contribute to the maintenance and enhancement of firewalls and apply these attributes to protect the networks and capabilities of ASD.

ASD 6 Security Engineer:

- Accountable to conduct security risk assessment and provide advice and guidance on the application and operation of procedural security controls.
- Responsible for ensuring that all identified breaches in information security are promptly managed according to Defence policies and procedures.
- Understand the security features and capabilities of current Defence and industry accepted hardware and software products and provide advice to stakeholders.
- Use experience to explain systems security and the strengths and weaknesses that are relevant across Defence.
- Tailor communication style and language to provide guidance on security strategies to manage identified risks.
- Facilitate appropriate direction for the team by clearly communicating goals and objectives.
- Analyse and resolve identified security incidents in accordance with established procedures and recommend any required actions.
- Lead the application and compliance of security operations procedures and review information systems for actual or potential breaches in security.
- Produce concise technical systems documentation and knowledge artefacts supporting design and operational continuity.
- Work with firewalls, committing to continually enhance knowledge and skill in this field, and apply these attributes to protect the networks and capabilities of ASD.

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

Duties

Our Ideal candidate should possess one or more of the following traits and skills for a Security Engineer:

ASD 5 Security Engineers

- Industry experience, formal training or a particular domain expertise.
- Understanding of the architecture, administration and management of operating systems like Linux and Windows, and as appropriate, the nuances of differing firewalls.
- A proactive security mindset.
- Security engineering knowledge and experience to identify risks and uncertainties and consider these in planning, decision-making and priority setting.
- Ability to tailor their communication style to effectively engage various audiences.
- Capacity to work flexibly, independently and within the team.

ASD 6 Security Engineers

- Industry experience, formal training or a particular domain expertise.
- A deep understanding of the architecture, administration and management of operating systems like Linux and Windows, and as appropriate, the nuances of differing firewalls.
- Ability to exercise considerable degree of independence and perform a leadership role.
- Ability to apply security engineer knowledge and experience to assess risks and uncertainties and consider these in planning, decision-making and priority setting.
- Can perform critical and complex security engineering activities and provide advice under limited direction to relevant stakeholders.
- Produces concise technical documentation and knowledge artefacts supporting operational continuity.
- Performs critical and complex network security activities and provide advice in the field of network security under limited direction to both technical and non-technical stakeholders.
- Ability to use technical knowledge and leadership to direct and develop junior staff.
- Ability to tailor their communication style to effectively engage various audiences.

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

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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

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

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

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

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

Notes

An ideal candidate can demonstrate an ability to work collaboratively to achieve results, have a demonstrated aptitude and willingness to learn, and adapt to different technologies and platforms.

Experience across a breadth of ICT technologies is highly desirable, these technologies could include:

- Security Controls and Threats
- Firewalls
- Operating systems
- Virtualisation solutions
- Networking technologies
- Databases
- Desktop environments
- Web services
- Incident Response
- ICT Systems or Network Administration
- Public cloud offerings

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

About the Australian Signals Directorate

To Apply

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

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0763331

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Capability & Transformation
Mission Data

Job Title	ASD 4 Software Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$83,489 - $91,146
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 4
Position Number	ASD/07888/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

Are you interested in turning your coding passion into a career that excites you? We are looking for early career Software Developers who want to build, learn and grow into an Agency that values your talent. We are looking for candidates with the right attitude and aptitude to step into their career, providing generous learning and development opportunities and mentorship to further develop your skills.

ASD has a wide variety of early career Software Developer positions available across multiple divisions within the Agency. You will work on real projects that make an impact to protect Australia and its national interests. The work we do is unique, critical and incredibly rewarding.

Within ASD, our teams are packed with talent and driven by passion with a diverse range of backgrounds and experience. You will have access to structured training, certification support and mentorship to tailor your growth to work across a broad spectrum of roles within the software development cycle.

Join us at the cutting edge of innovation, working with experts across diverse fields.

About the Role

ASD is looking for software developers who can work across the full stack to develop ASD's custom applications. We leverage open source software and best practises, enhanced by our own in-house development to deliver custom applications and capabilities for ASD. The roles are in team environments, working alongside talented colleagues and supported by technical leadership.

At ASD we will invest in you with additional certifications, on the job training and learning pathways tailored to your career as an ASD Software Developer.

As a Software Developer, your daily activities could include:

- Full stack development of an application, from front-end user interface through to databases.
- Contributing towards software design, planning, implantation and deployment.
- Supporting your team's pipeline automation, cloud integration and dev-ops for the ongoing support of production capabilities.
- Working closely with users and internal teams to be responsive to changing requirements, identifying issues and developing new features rapidly to meet mission needs.
- Collaborating with other developers to deliver code, including peer coding, code reviews, cross-skilling and implementing agile practices.

Key Duties:

- Undertake design, coding, verifying, testing, amending, refactors and documenting of moderately complex programs.
- Apply agreed standards, specifications, security measures and tools per technical leadership direction.
- Apply knowledge of development frameworks and good practices in software development.
- Identify and raise issues related to software development. Contribute to resolution of issues under guidance.
- Operate with direction to achieve outcomes.
- Participate in reviews of work undertaken by others.

Further information can be found at Information and Communications Technology | Australian Signals Directorate (asd.gov.au)

Duties

ASD are looking for people who are able to work within a technical environment and have a passion for building and supporting important ASD capabilities. Ideal candidates will be innovative, proactive and have experience in applying their technical skills to solve problems.

We are seeking people who have:

- Experience in an area of software development and are motivated to further develop their expertise and learn new skills.
- A passion for problem solving to deliver on their work and contribute towards team deliverables.
- Ability to work in an agile software development team and build productive working relationships with other technical staff in ASD.
- A focus on meeting best practices for code quality, performance and security.

This is your chance to experiment, develop and shape the future with us. From keyboard to career, your journey starts here.

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

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Applicants with experience and qualification in any of the following skills and disciplines are strongly encouraged to apply:

- Certificate IV in Information and Communication Technology
- Diploma of Information Communication & Technology or Software Development
- Bachelor’s Degree in Computer Science/Software Engineering/Information and Communication Technology
- Equivalent work experience in software development roles

Highly desirable experience or qualifications in any of the following:

- User Interface (UI)/frontend particularly with React, Typescript/Javascript.
- Backend development - GoLang, Java, SpringBoot, Python, Maven, Django, C/C++/C#, Rust.
- DevOps and deployment - Kubernetes, Helm, Knative and Docker, Terraform, Flux, CI/CD pipelines, Ansible.
- Experience working with REST APIs and Swagger.
- Experience working with databases and search engines, including PostgreSQL, OpenSearch, MongoDB, OracleSQL, Redis, relational database schemas.
- Android/iOS native development.
- Software quality assurance, testing, evaluation, and automated testing using testing frameworks - Gitlab CI/CD, Cypress, Pytest.

Desirable experience or qualifications in the below:

- Authentication (KeyCloak).
- Data engineering and data modelling.
- Customer engagement and user requirements.
- Software design, planning and implementation.
- Software quality assurance, testing, evaluation, and automated testing using testing frameworks.
- Cloud native application development.
- System monitoring (Prometheus/Grafana).
- Kibana, Grafana, Logstash or other relevant metric capability / logging and audit.
- Dataflow management technologies (NiFi).
- Experience developing and testing critical software, and integrating with complex systems.
- Other development frameworks based off experience and relevance to role.

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

About the Australian Signals Directorate

To Apply

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

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0763335

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Portfolio & Transformation

Job Title	ASD 5 & 6 Systems Administrator
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Perth WA
Salary	$92,387 - $116,169
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 5;APS Level 6
Position Number	ASD/07903/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

We will provide you with an environment where you can develop and push the limits of your technical abilities to keep pace in an evolving technological environment.

With multiple System Administrator roles available, you will be working with leading-edge technologies across dynamic and evolving environments. You will work collaboratively alongside a highly committed technical workforce to provide optimal performance, security and integrity of our systems, as well as trouble-shooting issues.

About the Role

As a Systems Administrator, you will play a pivotal role in ensuring that the critical capabilities used by our workforce are responsive to sensitive and time-critical mission requirements, built on technology stacks in line with industry advances and fit-for-purpose. You will also design, build, monitor and manage systems and platforms with a strong focus on agility, security, and resilience.

An example of the critical systems you could be working with and supporting includes:

- Desktops
- Server Infrastructure
- High Performance Computing
- Desktop Application Packaging
- Server-hosted Enterprise Software
- Enterprise Collaboration and Work Management Platforms
- Messaging (Exchange and Email Gateway Services)
- Unified Collaboration Tools, Voice, Video
- Cloud Systems
- Information Security Systems
- Database Infrastructure
- Enterprise Monitoring

Key duties may include:

ASD 5 Systems Administrator

- Accountable under routine direction to perform and achieve moderately complex systems administration support work within an integrated workforce.
- Make independent decisions relating to their area of responsibility.
- Identify and contribute to business process improvement activities.
- Install and de-install hardware and software.
- Resolve incidents and problems using expertise in systems administration, taking the initiative to identify alternative courses of action.

ASD 5 AWS Systems Administrator

In addition to the above, the ASD 5 AWS Systems Administrator will:

- Manage and resolve level 2 support tickets through the ticketing system and in person as required.
- Provide technical support and troubleshooting across a wide range of technologies.
- Update documentation to keep our processes and knowledge up to date.
- Successfully use and understand tools like AWS Cloud Formation, Terraform, or Ansible.
- Support cloud solution design, system deployment, and integration projects.
- Monitor and resolve security vulnerabilities, infrastructure risks, and performance issues.
- Collaborate with the team to carry out system patching, upgrades, and security maintenance
- Utilizing tools like GitLab CI, or AWS Code Pipeline/Codebuild/Codecommit to streamline development workflows.

ASD 6 Systems Administrator

- Manage systems administration projects of a technical and specialised nature.
- Manage stakeholder relationships and escalated enquiries/cases and issues.
- Have experience in producing highly technical systems administrator outcomes.
- Have experience in managing day-to-day workflow and BAU operations.
- Be able to exercise considerable degree of independence and perform a leadership role.
- Produce concise technical systems documentation and knowledge artefacts supporting operational continuity.
- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.
- Perform critical and complex engineering activities and provide advice in the field of systems engineering under limited direction.
- Apply engineering knowledge and experience to identify risks, uncertainties and consider these in planning, decision-making and priority setting.
- Assess technical and design packages including scoping, planning, reviewing, provide recommendations and contribute to the implementation of actions.

Further information can be found at Information and Communications Technology | Australian Signals Directorate (asd.gov.au)

Duties

An ideal candidate can demonstrate an ability to work collaboratively to achieve results, have a demonstrated aptitude and willingness to learn, and adapt to different technologies and platforms.

We are currently seeking candidates to work under general direction to:

- Build and maintain ICT infrastructure, including operating system and application configuration and hardening, local security configuration (e.g. firewalls, application and security policies), and network configuration (e.g. interfaces, routing tables).
- Develop and enhance enterprise monitoring and alerting.
- Manage cloud hosting platforms, support services, configuration, automation, and monitoring.
- Build, configure, and maintain network solutions including security groups, VPNs, firewalls, virtual appliances, as well as cloud-native routing and switching technologies.
- Install and manage physical hardware including servers, storage platforms, and network devices.

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

Eligibility

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

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

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

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

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

Notes

Formal qualifications, experience or training across a breadth of ICT skills, disciplines and platforms is highly desirable. These could include but are not limited to:

- Operating systems such as Microsoft Windows or Amazon Linux.
- Virtualisation solutions.
- Networking technologies.
- Databases, data warehousing and business intelligence.
- Desktop environments.
- Web development.
- Enterprise monitoring.
- Enterprise IT case management.
- ICT Storage System.
- Cloud Systems with experience in on premise platform migrations.
- Desktop application packaging and deployment.
- Server-hosted enterprise software configuration and deployment.
- Digital form and workflow design and development.
- Microsoft Configuration Manager.
- Scripting technologies.
- DevOps practices including automation with application of Infrastructure as Code.
- Broad experience across multiple ICT fields with a few in-depth specialisations.

Staff are required to have knowledge of and compliance to relevant legislative frameworks, government decision-making and Australian Signals Directorate's mission and policy requirements.

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Signals Directorate

To Apply

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

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0763336

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Capability & Transformation
Mission Capability

Job Title	ASD EL1 Embedded Software Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	$126,857 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	Executive Level 1
Position Number	ASD/07886/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

The Operational Engineering (OE) Branch comprises high-performing, dynamic, multidisciplinary teams committed to enabling ASD's missions in unique and exciting ways. Our people are highly skilled and work at the forefront of innovation to support mission requirements through their specialist skills in software, firmware and/or electronic development.

About the Role

Embedded Developers work in integrated teams responsible for tackling complex and unusual problems to protect Australia and its national interests.

Key Duties:

EL1 Embedded Developers in OE Branch:

- Build, break and rebuild software and hardware in order to understand its inner workings;
- Lead the design and development of bespoke capabilities to support ASDs most critical missions using a variety of programming languages;
- Provide technical leadership as members of integrated, agile teams;
- Mentor and develop existing and new staff;
- Complete code reviews and other quality control and testing activities to ensure the security and integrity of production capabilities;
- Undertake research and development looking for innovative ways to solve problems and achieve outcomes;
- Collaborate and share knowledge with teams across the National Intelligence Community and with international partners.

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

Duties

The occupants of these positions play a pivotal role in the design, development and delivery of critical capabilities used by ASD's workforce, ensuring they are fit-for-purpose to meet sensitive and time-critical mission requirements.

Interested candidates should have contemporary qualifications and/or demonstrated skills and experience in one or more of the following areas:

- Embedded software engineering experience in the design and development of complex systems in C, Assembly and/or other low-level programming languages;
- Reverse engineering experience with analysis software (Ghidra, IDA Pro or others);
- An understanding of process and memory management concepts including security concerns and mitigations;
- Experience using debuggers such as GDB and WinDbg;
- Experience developing networked software, and a sound understanding of the role and function of each layer of the OSI model;
- Experience developing and testing critical software, and integrating with complex systems;
- Experience conducting vulnerability research, and in researching and understanding the security implications of new technologies.

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

Eligibility

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

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

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

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

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

Notes

Tertiary qualifications and/or equivalent industry experience in Computer Science, Mechanical Engineering, Software Engineering, Embedded Systems or similar fields will be highly regarded.

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

About the Australian Signals Directorate

To Apply

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

Vacancy VN-0763340

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Portfolio & Transformation

Job Title	ASD 4 Systems Administrator
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$83,489 - $91,146
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 4
Position Number	ASD/07909/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Are you ready to take the next step in your IT journey and build a career to support critical systems? We are looking for early career Systems Administrators who want to build, learn and grow into an Agency that values your talent. We are looking for candidates with the right attitude and aptitude to step into their career, providing generous learning and development opportunities and mentorship to further develop your skills.

We will provide you with an environment where you can develop and push the limits of your technical abilities to keep pace in an evolving technological environment.

You will be working with leading-edge technologies across dynamic and evolving environments. You will work collaboratively alongside a highly committed technical workforce to provide optimal performance, security and integrity of our systems, as well as trouble-shooting issues. You will

have access to structured training, certification support and mentorship to tailor your growth to work across a broad spectrum of roles within the systems administration field.

Work alongside skilled IT professionals on projects that push the boundaries of technology, gaining experience from experts across a range of disciplines.

About the Role

As a Systems Administrator, you will play a pivotal role in ensuring that the critical capabilities used by our workforce are responsive to sensitive and time-critical mission requirements, built on technology stacks in line with industry advances and fit-for-purpose. You will also design, build, monitor and manage systems and platforms with a strong focus on agility, security, and resilience.

At ASD we will invest in you with additional certifications, on the job training and learning pathways tailored to your career as an ASD Systems Administrator.

Key Duties:

- Build and maintain ICT infrastructure, including operating system and application configuration and hardening, local security configuration (e.g. firewalls, application and security policies), and network configuration (e.g. interfaces, routing tables).
- Develop and enhance enterprise monitoring and alerting.
- Manage cloud hosting platforms, support services, configuration, automation, and monitoring.
- Build, configure, and maintain network solutions including security groups, VPNs, firewalls, virtual appliances, as well as cloud-native routing and switching technologies.
- Install and manage physical hardware including servers, storage platforms, and network devices.

An example of the critical systems you could be working with includes:

- Desktops
- Server Infrastructure
- High Performance Computing
- Desktop Application Packaging
- Server-hosted Enterprise Software
- Enterprise Collaboration and Work Management Platforms
- Messaging (Exchange and Email Gateway Services)
- Unified Collaboration Tools, Voice, Video

- Cloud Systems
- Information Security Systems
- Database Infrastructure
- Enterprise Monitoring

Further information can be found at Information and Communications Technology | Australian Signals Directorate (asd.gov.au)

Duties

ASD are looking for people who thrive in technical environments and have a passion for technology and an eagerness to build, support and strengthen ASD capabilities. We are seeking people who have:

- Experience in an area of systems administration and are motivated to further develop their expertise and learn new skills.
- A passion for problem solving to deliver on their work and contribute towards team deliverables.
- Ability to adapt to different technologies and platforms
- Ability to work in an agile team and build productive working relationships with other technical staff in ASD;
- A focus on meeting best practices for quality, performance and security.

Support, maintain and improve the systems that help keep Australians secure, while shaping your own career journey.

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

Eligibility

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

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

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

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

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

Notes

Applicants with experience and qualification in any of the following skills and disciplines are strongly encouraged to apply:

- Certificate IV in Information and Communication Technology
- Diploma of Information Communication & Technology
- Bachelor’s Degree in Computer Science, Information and Communication Technology or equivalent
- Equivalent experience in systems administration roles

Experience, or training across a breadth of ICT skills, disciplines and platforms is desirable.

These could include but are not limited to:

- Operating systems such as Microsoft Windows or Linux
- Virtualisation solutions
- Networking technologies
- Databases, data warehousing and business intelligence
- Desktop environments
- Web development
- Enterprise monitoring
- Enterprise IT case management
- ICT Storage System
- Cloud Systems with experience in on premise platform migrations
- Desktop application packaging and deployment
- Server-hosted enterprise software configuration and deployment
- Digital form and workflow design and development
- Microsoft Configuration Manager
- Scripting technologies
- DevOps practices including automation with application of Infrastructure as Code
- Broad experience across multiple ICT fields with a few in-depth specialisations

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763349

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Australian Signals Directorate
Capability & Transformation Mission Data

Job Title	ASD EL1 Software Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$126,857 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	Executive Level 1
Position Number	ASD/07904/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

Are you interested in developing unique capabilities for Australia's foreign signals intelligence and cyber security agency? ASD has a wide variety of Software Developer positions available across multiple divisions within the agency. As a software developer you will work in multi-disciplinary teams responsible for the design and development of capabilities that meet ASD's mission needs.

Within ASD, our teams are comprised of highly skilled individuals with a diverse range of backgrounds and experience. We offer opportunities to work across a broad spectrum of roles within the software development cycle. The work we do is unique, critical and incredibly rewarding.

We are seeking people who want to be at the forefront of innovation and work alongside experts in a wide variety of fields, to protect Australia and it's national interests.

About the Role

ASD is looking for software developers who can work across the full stack to develop ASD's custom applications. We leverage open source software and best practices, enhanced by our own in-house development to deliver custom applications and capabilities for ASD.

As a Software Developer, your daily activities could include:

- Full stack development, from front-end user interfaces through to databases, identifying and utilising the most appropriate technologies.
- Facilitating decision making for software design, planning, implementation, and deployment activities.
- Supporting your team's pipeline automation, cloud native development and dev-ops, in particular taking responsibility for the ongoing support of production capabilities.
- Actively engaging with users, identifying issues and developing new features rapidly to meet mission needs.
- Leading teams through upskilling, including peer programming, leading code reviews, implementing relevant project management practices, providing feedback and mentoring.
- Contributing to technical cohort expertise and collaboration with internal and external stakeholders.

Key Duties:

- Lead full stack development throughout the design, planning, implementation and deployment lifecycle.
- Drive technical leadership and delivery.
- Engage stakeholders, peers and users to define, and respond to requirements.
- Mentor and grow ASD's technical capability and expertise.
- Contribute to technical strategy, policy and procedures.

Duties

ASD is looking for professionals who can work effectively within a complex technical environment. Ideal candidates will be innovative, proactive and experienced in applying their technical skills to solve complex problems. We are seeking people who have:

- Strong technical skills, with the ability to deliver on their work and contribute towards team deliverables.
- Ability to lead software development teams and build productive working relationships with the technical cohort in ASD.
- A focus on meeting best practices for code quality, performance and security.
- Significant experience in software development with proven delivery.
- Strong collaboration and user engagement skills.
- Ability to understand full stack development environments and have informed discussions with other technical staff.
- Ability to work with minimal direction and lead a small technical team to achieve outcomes, drawing on subject matter expertise.
- Ability to develop, test, review and document complex applications.
- Ability to provide technical guidance and mentoring to team members on software development.
- Ability to allocate work, set priorities and develop strategies for a small development team.

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

Eligibility

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

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

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

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

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

Notes

Essential experience or qualifications in any of the following areas:

- UI/frontend development particularly with React, Typescript/Javascript.
- Backend development (e.g. GoLang, Java, SpringBoot, Python, Maven, Django, C/C++/C#, Rust).
- DevOps and deployment (e.g. Kubernetes, Helm, Knative and Docker, Terraform, Flux, CI/CD pipelines, Ansible).
- Experience working with REST APIs and Swagger.
- Experience working with databases and search engines, including PostgreSQL, OpenSearch, MongoDB, OracleSQL, Redis, relational database schemas.
- Dataflow management technologies (e.g. Apache NiFi).
- Android/iOS native development.
- Software quality assurance, test engineering, evaluation, and automated testing using testing frameworks (e.g. Gitlab CI/CD, Cypress, Pytest).

Desirable experience or qualifications in any of the following areas:

- Authentication (e.g. KeyCloak).

- Data engineering and data modelling.
- Customer engagement and requirements engineering.
- Software design, planning and implementation.
- Cloud native application development.
- System monitoring (e.g. Prometheus/Grafana).
- Kibana, Grafana, Logstash or other metric capability / logging and audit.
- Knowledge of and compliance with legislative frameworks, government decision-making.
- Experience developing and testing critical software, and integrating with complex systems.

National Intelligence Community (NIC) experience is highly desirable.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763360

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Capability & Transformation
Portfolio & Transformation

Job Title	EL1 Lead Systems Administrator
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$126,857 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	Executive Level 1
Position Number	ASD/07901/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

We will provide you with an environment where you can develop and push the limits of your technical abilities to keep pace in an evolving technological environment.

You will be working with leading-edge technologies across dynamic and evolving environments. You will work collaboratively alongside a highly committed technical workforce to provide optimal performance, security and integrity of our systems, as well as trouble-shooting issues.

About the Role

Are you an experienced Systems Administrator interested in enhancing your career opportunities?

Would you like to work in a unique environment assisting the Australian Signals Directorate (ASD) in its core functions?

Do you want to expand your skills across a wide range of technologies?

Are you interested in becoming a technical leader?

ASD are seeking highly motivated and experienced EL1 Lead System Administrators with strong leadership qualities, to lead the technical evolution and administration of ASD's most critical computer systems, through the oversight of the day to day operations of its corporate and bespoke ICT environments.

An example of the critical systems you could be working with and supporting includes:

- Desktops
- Server Infrastructure
- High Performance Computing
- Desktop Application Packaging
- Server-hosted Enterprise Software
- Enterprise Collaboration and Work Management Platforms
- Messaging (Exchange and Email Gateway Services)
- Unified Collaboration Tools, Voice, Video
- Cloud Systems
- Information Security Systems
- Database Infrastructure
- Enterprise Monitoring

Further information can be found at: Information and Communications Technology | Australian Signals Directorate (asd.gov.au)

Duties

Our ideal candidate will be innovative, team orientated and have a passion for building and supporting strategic capabilities within ASD. We are looking for people that are self-motivated, have strong leadership qualities and can set direction to achieve activities relating to business and mission objectives. The ideal candidate will exercise good judgement, demonstrate initiative and have a focus on continuous improvement.

We are currently seeking candidates to work under general direction to:

- Use technical knowledge and leadership to direct and develop junior staff.
- Communicate with both technical and non-technical people.
- Have experience in leading teams responsible for configuring, maintaining and controlling computer networks.
- Apply diverse experience and knowledge to diagnose, troubleshoot and resolve technical network and server problems and provide technical support.
- Ensure optimal performance, security and integrity of network.
- Review current network performance, capacity and capability, and determine future network and server needs.

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

Eligibility

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

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

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

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

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

Notes

Experience, formal qualifications or training across a breadth of ICT skills, disciplines and platforms is desirable. These could include but are not limited to:

- Operating systems such as Microsoft Windows or Linux
- Virtualisation solutions
- Networking technologies
- Databases, data warehousing and business intelligence
- Desktop environments
- Web development
- Enterprise monitoring
- Enterprise IT case management
- ICT Storage System
- Cloud Systems with experience in premise platform migrations
- Desktop application packaging and deployment
- Server-hosted enterprise software configuration and deployment
- Digital form and workflow design and development
- Microsoft Configuration Manager
- Scripting technologies
- DevOps practices including automation with application of Infrastructure as Code
- Broad experience across multiple ICT fields with a few in-depth specialisations.

Staff are required to have knowledge of and compliance to relevant legislative frameworks, government decision-making and Australian Signals Directorate's mission and policy requirements.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763363

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Mission Capability & Chief Technology Officer

Job Title	ASD 4, 5 & 6 Embedded Software Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	$83,489 - $116,169
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/07898/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

The Operational Engineering (OE) Branch comprises high-performing, dynamic, multidisciplinary teams committed to enabling ASD's missions in unique and exciting ways. Our people are highly skilled and work at the forefront of innovation to support mission requirements through their specialist skills in software, firmware and/or electronic development.

About the Role

Embedded Developers work in integrated teams responsible for tackling complex and unusual problems to protect Australia and its national interests.

Key Duties:

Embedded Developers in OE Branch:

- Build, break and rebuild software and hardware in order to understand its inner workings;
- Design and develop bespoke capabilities to support ASD's most critical missions using a variety of programming languages;
- Participate in technical reviews and quality assurance activities to maintain the security and integrity of production capabilities;
- Undertake research and development looking for innovative ways to solve problems and achieve outcomes;
- Collaborate and share knowledge with teams across the National Intelligence Community and with international partners.

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

Duties

The occupants of these positions play a pivotal role in the design, development and delivery of critical capabilities used by ASD's workforce, ensuring they are fit-for-purpose to meet sensitive and time-critical mission requirements.

Interested candidates should have contemporary qualifications and/or demonstrated skills and experience in one or more of the following areas:

- Embedded software engineering experience in the design and development of complex systems in C/C++, Assembly and/or other low-level programming languages, and real-time operating systems;
- Reverse engineering experience with analysis software (Ghidra, IDA Pro or others);
- An understanding of process and memory management concepts including security concerns and mitigations;
- Experience using debuggers such as GDB and WinDbg;
- Experience developing networked software, and understanding of the role and function of each layer of the OSI model;
- Experience developing and testing critical software, and integrating with complex systems;
- Familiarity or experience in Linux kernel development/integration and/or developing embedded Linux operating systems;
- Experience conducting vulnerability research, and in researching and understanding the security implications of new technologies.

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

Eligibility

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

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

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

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

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

Notes

Tertiary qualifications and/or equivalent industry experience in Computer Science, Mechanical Engineering, Software Engineering, Embedded Systems or similar fields will be highly regarded.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763061

Australian Skills Quality Authority (ASQA)

Closing Date:Monday 06 October 2025

Policy & Engagement
Internal Review & Appeals

Job Title	Paralegal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$84,965 - $91,809
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	APS Level 5
Position Number	To be Confirmed
Agency Website	https://www.asqa.gov.au/

Job Description

https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA, including our role and how we regulate.

About the Opportunity

We are seeking a **Paralegal Officer** to provide support to the team through preparing required documents, document management, and general administrative tasks as required. The role will be responsible for managing a range of duties, in the context of assisting and supporting the Team, by providing efficient paralegal and administrative support in the conduct of internal and external review proceedings.

Key responsibilities include:

- managing the team's inbox and calendars, including responding to or redirecting queries as appropriate, and filing emails and documents
- assisting with the preparation of documents, primarily in matters before the Administrative Reviews Tribunal (ART)
- responding or drafting responses to correspondence
- liaising with relevant court and tribunal registries
- general administrative tasks as required, including:
    - undertaking data entry and reporting responsibilities using relevant internal databases, registers, and other tools
    - undertaking accurate records management in accordance with approved processes
    - simple budgeting and associated reporting responsibilities, including the preparation of invoices for payment and purchase order requests.

Skills and experience

To succeed in this role, you will have:

- Knowledge of or the ability to quickly acquire the knowledge of the Acts and compliance requirements relevant to the VET and overseas student sectors, including an understanding of the Commonwealth Legal Framework.

- Experience undertaking a broad range of administrative support activities including an understanding of the principles of good public administration and/or of legal administrative or paralegal support.
- Intermediate to advanced knowledge of Microsoft Office products including Word and Excel and experience using other information systems and databases.
- Highly developed attention to detail.
- Highly developed oral and written communication and interpersonal skills, including the ability to professionally manage internal and external relationships.
- Highly developed organisation skills including the ability to meet deadlines and to work under pressure with minimum supervision.

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.

- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Duties

Eligibility to apply

- 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, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Eligibility

How to apply

Visit Current vacancies for more information.

It is important that you review the **Position Description** for more information on the role, including instructions on what to include in your application, before you apply.

Please include the following in your application:

- a **two-page pitch** detailing your skills, background, and experience relevant to the role.
- a **resume/CV**, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description**.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

If you have questions about this exciting opportunity, please contact **Kristen Elliott-Newell, Senior Legal Office**r via **kristen.elliott-newell@asqa.gov.au**.

This position is available as an **ongoing** or **non-ongoing** opportunity. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a **merit pool**. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: Monday, 6 October 2025 at 11:30pm (AEDT).

Notes

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

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Kristen Elliott-Newell, kristen.elliott-newell@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0763372

Australian Strategic Policy Institute

Closing Date:Friday 17 October 2025

Job Title	Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	ASPI
Agency Website	https://www.aspi.org.au

Job Description

https://www.aspi.org.au/jobs-at-ASPI

Analyst – Defence Strategy

· We are seeking a highly motivated and results-driven individual to join our Defence Strategy Program team.

· Be part of a dynamic and engaging organisational culture.

· Collaborate with a team committed to delivering exceptional outcomes in defence and security.

About ASPI

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for political, strategic and security leaders in Australia and the Indo-Pacific region.

ASPI was established by the Australian Government in 2001 to provide independent advice on Defence and strategic issues. ASPI's Charter, which guides all our work, explains the government's aims in establishing ASPI as:

· Improving the quality of policy advice received by government by providing contestability.

· Nourishing public debate and understanding of Defence and strategic affairs.

· Developing professional strategic policy expertise in Australia.

ASPI's Defence Strategy Program analyses how Australia defends its national interests in an era of intensifying strategic competition. Our research focuses on three areas: understanding Australia's security environment and regional partnerships; developing military strategy, deterrence concepts, and future force design; and strengthening the defence industrial base, supply chains, and economic resilience. Together, these efforts provide government, industry, and the public with evidencebased insights to enhance Australia's defence.

About the Role

This role offers a unique opportunity for a motivated and research-driven individual to contribute to ASPI's work on defence matters. The Analyst will conduct rigorous research and policy analysis, support publications, and contribute to policy engagement efforts that enhance Australia's defence and strategic policy landscape. We are looking for an Analyst with a strong background focused on matters of defence and/or geostrategy, ideally, with a focus on one or more of the following areas: maritime security, Southeast Asia security dynamics, China and the PLA, defence industry policy and economics, defence capability and joint operations and planning.

Duties

Duty Statement

· Conduct original research and evidence-informed analysis on defence and strategic policy issues under the guidance of senior staff.

· Collect, analyse and interpret quantitative and qualitative data to support research outputs and policy recommendations.

· Co-author research reports, policy briefs, op-eds and other written outputs.

· Assist in preparing and delivering briefings and presentations for government, defence, and other stakeholders.

· Contribute to the planning and execution of events, workshops and roundtables.

· Maintain up-to-date awareness of national and international defence developments.

· Actively contribute to team collaboration, knowledge sharing and research planning.

· Engage with stakeholders, including government departments, defence industry and academia to inform and disseminate ASPI's work.

· Represent ASPI in meetings, briefings or conferences, as required.

· Support the team's business operations, including administrative and project coordination tasks where necessary.

Eligibility

Selection Criteria

Essential:

· Demonstrated research and analytical skills, preferably in defence, security, foreign policy, or related fields.

· Excellent written communication skills, with the ability to prepare clear, structured, and impactful research outputs.

· Strong oral communication skills and the ability to convey complex ideas to varied audiences.

· Solid understanding of Australia's strategic environment and defence policy landscape.

· Proven ability to manage competing priorities, meet deadlines, and work independently and proactively.

· Strong collaboration skills and a demonstrated ability to work effectively in a team.

· Familiarity with data analysis, literature reviews, or policy monitoring tools.

Desirable:

· Experience working in or alongside government, think tanks, defence, or academic institutions.

· Evidence of published analysis or research in reputable outlets on relevant topics of national security or defence.

· Experience supporting policy engagement activities, events, or funding/grant proposals.

· Postgraduate qualifications in a relevant field (e.g., International Relations, Strategic Studies, Political Science, Defence Studies, Economics, or similar).

Notes

How to Apply

1. Please refer to the position description attached.
2. All applications should be submitted to **jobs@aspi.org.au** including the following documents:

- Cover letter (addressing the selection criteria on the Position Description)

- Resume/CV including two current referee contact details.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The Institute strongly encourages women and people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

The closing date for applications is Friday, 17 October 2025 – an early application is advised as we reserve the right to close the vacancy early if suitable applications are received.

About the Australian Strategic Policy Institute

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

To Apply

Position Contact	Branka Hage, 02 270 5110
Agency Recruitment Site	https://www.aspi.org.au/jobs-at-ASPI

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Vacancy VN-0762948

Australian Submarine Agency

Closing Date:Sunday 12 October 2025

Australian Submarine Agency
Chief Operating Officer

Job Title	Assistant Director (Multiple roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/07632/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=2D1FC59E-57A9-ADF7-1AFE-E434B8D867D0

Duties

The Role

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

We are seeking a highly motivated individuals to fill the multiple EL 1 – Assistant Director positions in the Government and Public Relations Branch in Chief Operating Officer Division of ASA.

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

The duties of an Assistant Director (Multiple roles) Executive Level 1 may include a combination of the following:

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

Please note: This role is located in Canberra, ACT.

About our Team

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. While we do offer flexible working arrangements, this position is based in Canberra and the successful applicant will be required to be located in Canberra or close surrounds.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidates are proactive and accountable leaders, committed to maintaining the highest standards of professionalism in all aspects of their work.

They have proven experience in managing teams and resources efficiently, ensuring tasks and projects are delivered on time and to a high standard.

They will bring the following attributes and skills to the role:

- Curiosity and lateral thinking skills for very complex problem-solving.
- Strong interpersonal, written and communications skills, organisational skills & significant attention to detail to provide comprehensive advice and responses.
- Ability to operate independently under broad direction to perform and achieve complex work.
- Adaptability, resilience and flexibility in the face of changing and competing priorities, being able to set priorities and ensure the outputs for the work area.
- Actively contribute to innovative business improvement strategies and change in the workplace.
- Ability to interpret and apply legislation, regulation, policies, procedures, standards, corporate objectives, instructions and other material to complex circumstances.
- Undertake supervisory responsibilities for a small team including providing performance feedback and development opportunities, setting priorities, managing workflows, and providing guidance.
- Display maturity, resilience and a strong commitment to Australia’s national interest.
- Have strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people, including at an internal and external senior executive level
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy
- Have attention to detail, with the ability to take responsibility for own actions and accurate completion of work

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges

from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D1FC59E-57A9-ADF7-1AFE-E4

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Vacancy VN-0763257

Australian Submarine Agency

Closing Date:Sunday 12 October 2025

Australian Submarine Agency
SSN-AUKUS

Job Title	Program Delivery Director
Job Type	Full-Time, Ongoing
Location	Port Adelaide SA
Salary	$167,660 - $199,525
Future Merit Locations	Port Adelaide
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 2
Position Number	ASA/07687/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=93F3AB51-C594-DC59-ADB9-E43695D5703E

Duties

The Role

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

The Program Delivery Director role is fundamental to planning, establishing and directing the programmatic aspects to deliver Australia's SSN AUKUS Build Program, the most complex Defence project undertaken in Australia. You will require extensive experience and knowledge of working in a strategic acquisition program environment.

The Program Delivery Director is a key member of the Branch's executive team and is responsible for integrating multiple program elements to enable accurate planning and management of Australia's SSN AUKUS Build Program. This includes the capture, assessment and integration of schedule, cost and performance data into properly structured and validated information sets to provide accurate information to executive management.

You will be working side by side with industry to ensure program success. The position also provides leadership across a number

About our Team

The SSN-AUKUS Acquisition Branch is the ASA's program delivery and contractual authority for the construction and delivery of Australia's future SSN-AUKUS nuclear-powered submarines. The Branch is accountable for managing, in consultation with Australia's AUKUS partners and the Australian Shipbuilder, the most appropriate program delivery model and construction methodology, including:

Collaborating with industry partners to ensure alignment and successful delivery of required program outcomes;

- Build Assurance and quality management of the SSN-AUKUS Build Program;
- Defining production related infrastructure requirements;
- Facilitating and assuring the supply chain solution;
- Developing and implementing workforce generation initiatives;
- Managing overall Build Program scheduling and cost estimation; and
- Providing strategic advice to Government on program progress and related

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidates will bring the following attributes and skills to the role:

- Extensive experience in program management and delivering positive program outcomes
- The ability to lead and develop a high performing team
- A strong commitment to Australia's national interest
- Adaptability, resilience and flexibility in the face of changing and competing priorities;
- Strong commitment to teamwork and collaboration
- Outstanding time management and organisational skills, while remaining resilient and adaptable to changing plans and priorities
- Strong analytical and research skills and an ability to interpret and apply legislation in defining business requirements
- Sound judgement with an innovative approach to problem-solving
- Excellent written, interpersonal and verbal communication skills
- Ability to develop, maintain and strengthen strategic relationships, engage and liaise across a broad range of stakeholders including government representatives, officials, other diplomatic missions, academics and industry/private sector representatives to support the work of the Australian Submarine Agency.
- Understand, demonstrate and model a strong understanding of the Nuclear Mindset.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Glen Burke, 08 8161 5718
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=93F3AB51-C594-DC59-ADB9-E4

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Vacancy VN-0763266

Australian Submarine Agency

Closing Date:Sunday 12 October 2025

Australian Submarine Agency
SSN-AUKUS

Job Title	Build Test & Evaluation Director
Job Type	Full-Time, Ongoing
Location	Port Adelaide SA
Salary	$167,660 - $199,525
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 2
Position Number	ASA/07699/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=21D2948B-E352-6091-F51A-E43696670E2E

Duties

The Role

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

The SSN-AUKUS Acquisition Branch of the Australian Submarine Agency (ASA) seeks an expert, motivated, Build Test and Evaluation (T&E) Director to join our Adelaide team. The Build Test & Evaluation Director is responsible for assuring the construction of Australia’s SSN-AUKUS nuclear-powered submarines, ensuring they meet the standards of the Australian Nuclear Regulator, RAN and AUKUS partners.

The Build Test & Evaluation Director will lead the design, implementation and management of the SSN-AUKUS Build Quality, Test and Assurance Systems. You will develop close relationships with the Branch’s Program Delivery Director and Engineering Director to coordinate build, test and evaluation activities to construct Australia’s SSN-AUKUS nuclear-powered submarines.

About our Team

The SSN-AUKUS Acquisition Branch is the ASA's program delivery and contractual authority for the construction and delivery of Australia's future SSN-AUKUS nuclear-powered submarines. The Branch is accountable for managing, in consultation with Australia's AUKUS partners and the Australian Shipbuilder, the most appropriate program delivery model and construction methodology, including:

- Collaborating with industry partners to ensure alignment and successful delivery of required program outcomes;
- Build Assurance and quality management of the SSN-AUKUS Build Program;
- Defining production related infrastructure requirements;
- Facilitating and assuring the supply chain solution;
- Developing and implementing workforce generation initiatives;
- Managing overall Build Program scheduling and cost estimation; and
- Providing strategic advice to Government on program progress and related matters.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidates will bring the following attributes and skills to the role:

- The ideal candidate for this role will have vast knowledge of and significant leadership experience in ship or submarine construction. They will bring the following attributes and skills to the role:
- Extensive production environment leadership experience, preferably within Naval Shipyards or similar;
- Experience working in multinational teams and in building and maintaining high performing teams over long periods;
- Excellent oral communication and interpersonal skills including the ability to negotiate and collaborate in support of cultivating productive working relationships;
- The ability to actively support a team-based, performance-focused culture with the capacity to work effectively as part of a team or autonomously;
- An outcome focused mindset that achieves results and demonstrates excellent attention to detail;
- A positive, motivated, and organised attitude capable of achieving outstanding results whilst establishing the newly formed team's footprint within the branch;
- Understand, demonstrate and model a strong understanding of the Nuclear Mindset.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained Engineers Australia Chartered Engineering Associate (or higher) recognition (or ability to seek status as of a Chartered Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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

To Apply

Position Contact	Glen Burke, 08 8161 5718
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=21D2948B-E352-6091-F51A-E43

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Vacancy VN-0763273

Australian Submarine Agency

Closing Date:Sunday 12 October 2025

Australian Submarine Agency
Nuclear SM Capability

Job Title	Project Co-ordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/07803/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=AA152438-F429-8503-B677-E43696EB0B66

Duties

The Role

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

Within the ASA Capability RQTS Branch, ASA 6 JFI Project Coordination is accountable under broad direction to perform and achieve complex written and analytical work within an integrated workforce. They will require an in-depth knowledge of and compliance with relevant frameworks, government decision-making and Defence's mission and policy requirements.

An ASA 6 JFI Project Co-Ord role will exercise a degree of independence and perform subject matter expert role. They will exercise sound decision-making and judgement to provide expert policy advice. They will have in-depth knowledge of the Defence capability development functions and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

They will engage in very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence. An ASA 6 JFI Project Co-Ord role may be a member of integrated teams coach or lead project or administrative teams and will be accountable for the outcomes of the teams work and the appropriate use of resources to produce and achieve outcomes.

They are expected to be capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

About our Team

Within the ASA Capability RQTS Branch, the Joint Force Integration team is accountable for providing Sponsor and analytical work regarding the integration of conventionally armed, nuclear powered submarines into the Australian Defence Force. The team are responsible for the development, implementation, compliance and review of policies and procedures relevant to the work function.

The branch supports Assistant Director General Nuclear Submarine Capability who is the Capability Sponsor for project DEF 1 Nuclear Powered Submarine Capability. The Branch structure includes directorates who perform the Project Sponsor role for delivery of Virginia Class Submarines and SSN-AUKUS, as well as coordinate requirements for Joint Force Integration of nuclear powered submarines.

To effect these, the Branch works closely with the project delivery branches, and broader into the wider Defence and whole of government portfolio. While ASA does accommodate flexible working arrangements, this position is a Canberra based position and will require the suitable candidate to be mostly on-site, and located in Canberra or close surrounds.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidates will bring the following attributes and skills to the role:

- Have an in-depth knowledge of and compliance with relevant frameworks, government decision-making and Defence's mission and policy requirements
- Able to work autonomously when required

- Able to build and sustain collaborative relationships with internal and external stakeholders and negotiate effectively to deliver business outcomes
- Excellent communication skills in order to manage allocated resources, set work priorities, manage workflows, develop strategies and evaluate business outcomes
- Able to motivate, guide and mentor team members to strive for continuous improvement

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA152438-F429-8503-B677-E43

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

Vacancy VN-0763282

Australian Submarine Agency

Closing Date:Sunday 12 October 2025

Australian Submarine Agency
SSN-AUKUS

Job Title	Integrated Product Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Adelaide
Office Arrangement	On Site;Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/07804/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=FDD07948-2699-65B0-4358-E43697C3CC20

Duties

The Role

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

The SSN-AUKUS Support Branch within SSN-AUKUS Division ensures the Nuclear Powered Submarine program addresses Australian sovereign requirements and is ready to support SSN-AUKUS throughout the capability lifecycle.

As the Integrated Product Support Manager, you will be involved in evaluating and analysing a variety of Integrated Product Support considerations such as training & training support, product support, supply support, information technology and infrastructure, within the Australian context.

This will also require supporting the definition and development of the support system for the SSN-AUKUS conventionally armed, nuclear powered submarine.

To achieve this, we seek Project Managers for the following activities:

- Training & Training Support
- Support Equipment
- Supply Support
- Packaging, Handling, Storage, and Transportation
- Facilities & Infrastructure
- Information Technology (IT) Systems Continuous Support

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

About our Team

The SSN-AUKUS Division is responsible for the safe delivery of the Build Program and the operation of the sovereign SSN-AUKUS nuclear powered submarine capability.

We operate with a strong focus on our people, development and integrity. We are underpinned by an inclusive culture that respects, values and utilises the contributions of people of different backgrounds, experiences and perspectives. We are collegiate and collaborative, requiring a high level of integration and consistency to achieve our outcomes for Defence.

By joining our Division, you will be provided with unique opportunities to develop your skills and experience. This may include working directly with our US and UK counterparts to develop our knowledge and industrial capabilities. With an increased forward presence of Royal Navy and US Navy Nuclear-Powered Submarines to Australia, this may mean working closely on site, and/or travel or relocation overseas.

This is an exciting and once in a generation opportunity to apply your skills, to inform and develop a project of major national and international significance and have a direct impact in ensuring our nation’s ongoing security.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program. Our ideal candidate will bring the following attributes and skills to the role:

- Demonstrated experience in developing, guiding and supporting a high performing and cohesive team to deliver against strategic outcomes within strict deadlines and competing priorities.
- Demonstrated ability to cultivate and maintain productive, professional working relationships with senior leaders across internal and external stakeholders within an integrated workforce.
- Demonstrated ability to exercise a considerable degree of independence with the ability to exercise sound decision making and judgement in providing project and product support advice.
- Demonstrated experience in complex problem solving and issues management to support decisions that impact on strategic, political or operational outcomes.
- Demonstrated experience and well-developed skills in the preparation of briefs and reports,
- Excellent interpersonal and communication skills.
- Demonstrated ability to adapt to changing or evolving requirements of a complex program/project.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Jerome Baynton, jerome.baynton3@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FDD07948-2699-65B0-4358-E43

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Vacancy VN-0763291

Australian Submarine Agency

Closing Date:Sunday 12 October 2025

Australian Submarine Agency
SSN-AUKUS

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/07806/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=CEE62157-AC19-E782-45E8-E43698B2FA04

Duties

The Role

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

The SSN-AUKUS Support Branch within SSN-AUKUS Division ensures the Nuclear Powered Submarine program addresses Australian sovereign requirements and is ready to support SSN-AUKUS throughout the capability lifecycle.

As an Executive Level 1, Systems Engineer, you will be involved in evaluating and analysing a variety of Integrated Product Support considerations such as Sustaining Engineering, Maintenance Planning & Management, Design Interface and Technical Data, within the Australian context. This will also require supporting the definition and development of the support system for the SSN-AUKUS conventionally armed, nuclear powered submarine.

To achieve this, we seek a Systems Engineer for the following activities:

- Design Interface
- Sustaining Engineering
- Maintenance Planning and Management
- Technical Data
- Configuration Management
- Test & Evaluation

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

About our Team

The SSN-AUKUS Division is responsible for the safe delivery of the Build Program and the operation of the sovereign SSN-AUKUS nuclear powered submarine capability. We operate with a strong focus on our people, development and integrity. We are underpinned by an inclusive culture that respects, values and utilises the contributions of people of different backgrounds, experiences and perspectives. We are collegiate and collaborative, requiring a high level of integration and consistency to achieve our outcomes for Defence.

By joining our Division, you will be provided with unique opportunities to develop your skills and experience. This may include working directly with our US and UK counterparts to develop our knowledge and industrial capabilities. With an increased forward presence of Royal Navy and US Navy Nuclear-Powered Submarines to Australia, this may mean working closely on site, and/or travel or relocation overseas.

This is an exciting and once in a generation opportunity to apply your skills, to inform and develop a project of major national and international significance and have a direct impact in ensuring our nation’s ongoing security.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidate will bring the following attributes and skills to the role:

- Ability to cultivate and maintain productive, professional working relationships with senior leaders across internal and external stakeholders within an integrated workforce.
- Exercise a considerable degree of independence with the ability to exercise sound decision-making and judgement in providing expert systems engineering advice.
- Demonstrated experience in complex to very complex problem solving and issues management to support decisions that affect strategic, political or operational outcomes.
- Excellent interpersonal and communication skills.
- Ability to adapt to changing or evolving requirements of a complex program/project.
- Apply engineering knowledge and experience to identify issues and uncertainties and consider these in planning, decision-making and priority setting.
- Demonstrate systems engineering knowledge and provide advice and recommendations on the development of the SSN-AUKUS support system to established engineering principles, techniques, methods and regulations.
- Assess technical and design packages including scoping, planning, reviewing, provide recommendations and contribute to the implementation of actions.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

About the Australian Submarine Agency

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To Apply

Position Contact	Jerome Baynton, jerome.baynton3@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CEE62157-AC19-E782-45E8-E4

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Vacancy VN-0763167

Australian Transport Safety Bureau

Closing Date:Friday 31 October 2025

Job Title	Transport Safety Investigator - Marine
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	$107,031 - $138,596
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	ATSB supports flexible working arrangements; employees can discuss working from home arrangements with their supervisor.
Classification	APS Level 6;Executive Level 1
Position Number	2025/08
Agency Website	https://www.atsb.gov.au/

Job Description

https://www.atsb.gov.au/working-atsb

Do you have a keen interest in advancing safety within the marine industry. The ATSB has a unique job opportunity for anyone interested in investigating incidents and accidents.

When the ATSB investigates a marine accident or incident, investigators will seek to determine its circumstances, identify any safety issues, and encourage relevant safety action.

As a new investigator you will be provided with on-the-job training, teaching you our unique investigation processes and detailed analysis methodology. The industry experience we are looking for is:

- at least 2 years of current or recent experience as a chief engineer or first engineer on seagoing vessels or as a ship superintendent, surveyor or similar using their seagoing and engineering knowledge
- highly developed knowledge and understanding of the ISM Code, shipboard operations, and safety management systems.

Duties

Our Ideal Person

Our ideal person will demonstrate:

- A good understanding of the maritime industry, ships and shipboard operations, the ability to interpret and apply legislation, regulations and standards, and demonstrable involvement and interest in marine safety and safe shipboard operations.

- Analytical reasoning and problem-solving skills, and the ability to collect relevant data and evidence, conduct research and interpret information, and apply technical and industry knowledge impartially and without bias.
- A good understand of writing principles and practices and developed capability of compiling concise, logical, and technically correct written outputs.
- Well-developed verbal communication and interpersonal skills, and ability to interact professionally with internal and external stakeholders, including those from different cultural backgrounds, and represent the ATSB's interests with Government and private sector organisations and the public.
- A strong commitment to learning and self-development, keen interest in embracing new and challenging opportunities, and committed to an honest, ethical and professional approach to achieve objectives while adhering to legal and organisational requirements.
- Project management skills to scope and achieve defined outcomes, within agreed resources and timeframes.
- Collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes.
- An ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others.
- An ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures.
- An ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Eligibility

We may accept applications from non-Australian citizens so long as you can demonstrate you have Australian residency status and are planning to become an Australian citizen within the next 2 years.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Vik Chaudhri, 02 6122 1640
Agency Recruitment Site	https://www.atsb.gov.au/working-atsb

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Department of Finance

Closing Date:Friday 03 October 2025

Digital ID and Data Policy
Digital ID Policy

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,022 - $153,655
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	APS Level 6;Executive Level 1
Position Number	2025/137
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & TEAM

The Digital ID Communication, Inclusion & Governance Branch is responsible for communication, engagement, inclusion policy, governance and program management for Digital ID Program.

As part of the Digital ID Program Management Office (DIPMO), you will support the program through delivering secretariat support and other governance and program management services to key forums and stakeholders throughout the program.

Duties

ABOUT THE OPPORTUNITY

As part of the DIPMO, the successful candidate will work both autonomously and as part of the wider team/section to support the success of the Digital ID Program.

Duties will include, but are not limited to:

- Providing secretariat support to key cross-agency committees, boards, and meetings within the program.
- Supporting the broader package of services provided by the DIPMO to the Digital ID Program. These services include project management, reporting, risk management, issue resolution, change control, assurance, and benefits realisation.
- Supporting the leadership of the team and potentially managing staff.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Tari Okiki, 02 6215 2657
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0763301

Department of Finance

Closing Date:Thursday 09 October 2025

ICT
Internal Services and Cyber Automation, Artificial Intelligence and Quality Assurance

Job Title	Senior AI Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	APS Level 6
Position Number	2025/140
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Internal Services and Cyber Branch is responsible for managing the Service Centre, Application Support, Automation, AI and Quality Assurance, ICT projects, the Finance Information Environment and its supporting technology, and Cybersecurity.

The priorities of Internal Services Branch are to:

- Deliver a high standard of support to clients through the Service Centre and Self-Service Portal.
- Maintain and enhance the end user desktop environment and its supporting services.
- Maintain and enhance both core Departmental and business specific applications and the Finance information environment.
- Maintain and enhance core departmental IT hybrid infrastructure and supporting technology platforms.
- Deliver business analysis, automation, AI, and testing services.
- Deliver ICT projects and technology for business projects.
- Manage ICT security operations, policy, advice, certification, and compliance across internal and external ICT systems provided by Finance.

Duties

ABOUT THE OPPORTUNITY

- Managing high level tasks in a multidisciplinary team to champion the adoption of artificial intelligence within the Department.
- Planning, organising and facilitating multimodal AI training sessions and educational events for departmental staff.
- Creating and distributing AI newsletters, website content, and a range of communication materials intended for departmental staff.
- Managing a client-facing mailbox by triaging requests and handling inquiries of varying complexity.
- Providing Secretariat support to an internal AI governance committee, including the preparation of minutes, agenda papers and executive briefs.
- Developing and maintaining AI policies, processes and instructional material, demonstrating creative problem solving and strong attention to detail.
- Engaging external agencies and supporting the development of Australian government AI policies, technical standards, and AI related initiatives.
- Supporting the quality assurance process of AI technologies and tools under development within the department.

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

Notes

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

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

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

About the Department of Finance

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

To Apply

Position Contact	Meredith Brosnan, 04 364 42879
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0763152

Department of Home Affairs

Closing Date:Tuesday 14 October 2025

Job Title	Australian Border Force Commander (Multiple)
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be made with the successful candidate in consultation with management.
Classification	Senior Executive Service Band 1
Position Number	Multiple
Agency Website	www.homeaffairs.gov.au

Job Description

mailto:ses.recruitment@homeaffairs.gov.au

About the Department of Home Affairs

The Department of Home Affairs supports a prosperous, secure and united Australia through the management of a range of functions including responsibility for Australia's migration and citizenship programs, cyber security policy, the protection of critical infrastructure, countering terrorism, and countering foreign interference and espionage. In addition, it is responsible for strengthening multiculturalism and democratic resilience, and facilitating legitimate trade and travel while maintaining the integrity of the Australian border.

Home Affairs seeks to create an environment to ensure our staff can perform to their full potential. As a department we are focused on demonstrating exemplary leadership, progressing our game-changing agenda and ensuring collaboration is at the core of what we do. Our leaders must epitomise excellence, set high standards and inspire and invest in our people to ensure that we are well positioned to continue delivering for the community into the future.

Our work is underpinned by our partnerships with government, international and industry partners.

Contribute to building a prosperous, unified and safe Australia – work in a challenging but rewarding role that touches many parts of Australian life.

Australian Border Force

The Australian Border Force sits within Home Affairs and is the steward of Australia's international border – an asset of strategic national interest. The ABF advances a prosperous and secure Australia through trade and travel facilitation and modernisation, and effective customs, immigration, maritime and enforcement activities across the border continuum.

The ABF's responsibilities include regulating the movement of people and goods across the border, undertaking civil maritime surveillance and response operations, ensuring regulatory compliance, managing onshore immigration detention and the enforcement of border-related laws. As Australia's Customs service, the ABF plays a key role in the collection and protection of border revenue.

Commander Detention Contracts, Policy and Assurance

Commander Detention Contracts, Policy and Assurance is responsible for key functions that sit across the immigration detention network. The person requires solid knowledge of public sector procurement and contract rules and compliance. The role holds the Contract Administrator position for multiple High Risk High Value contracts, ensures the efficient, effective, economical and ethical expenditure of public money through the management and administration of a wide range of agreements, with a focus on maintaining the safety, security and sustainability of the Immigration Detention Network.

The role is also accountable for the Onshore Detention governance arrangements, including the national assurance program and operational risk management framework. These functions impact on the effectiveness of quality assurance practices to ensure contracted service providers are delivering in accordance with contractual obligations.

The role also manages the impacts resulting from external scrutiny bodies who perform an oversight role of the treatment of detainees and the infrastructure across the network. The outcomes from scrutiny reports impact the Commonwealth's reputation, and results in media and political interest in the Immigration Detention Network.

It is preferred the person holds qualifications in procurement and contract compliance, ideally Public Sector qualifications either a Certificate IV through a Diploma or Advanced Diploma of Procurement and Contract Management.

Commander Operations QLD and NT/SA

Commander Operations QLD will lead ABF operational teams. The person requires solid knowledge or experience in enforcement, regulation and compliance and the understanding of command, control and coordination. Six Superintendents report to the position, with approximately 680 officers operating across multiple sites including metropolitan and regional areas. Included are our operations in the Torres Strait. An operationally unique location governed in part by the Torres Strait Treaty and subject to longstanding traditional treaty-based travel arrangements (without a requirement for passports and visas).

Commander Operations SA/NT can be based in either Adelaide or Darwin depending on the successful applicant's preference and will lead ABF operational teams. There will be a requirement to spend significant time in both locations. The person requires solid knowledge or experience in enforcement, regulation and compliance and the understanding of command, control and coordination. Seven Superintendents report to the position, with approximately 280 officers.

As senior officers within the region, Commander Operations QLD and NT/SA also have responsibility to assist in the pastoral care of all ABF (and contracted staff) within the region, as well the lead for engagement with media, industry, state and Commonwealth government partners.

Duties

See Candidate Information Pack via "apply now" for specific duties of the advertised job roles.

Core Capabilities

- Accomplished leaders with a strong track record in delivering operational outcomes and significant strategic outcomes
- Demonstrate an ability to lead in a large operationally complex organisation and are adept at crafting and delivering enterprise-wide compliance and operational solutions
- Display political acumen, superior communication and demonstrated capacity to effectively collaborate across Government and with international and industry stakeholders
- Display evidence of superior operational conceptual and strategic thinking skills
- Have knowledge of law enforcement and demonstrated experience across a range of compliance and enforcement operations as well as, regulatory and legislative frameworks
- Have experience in contributing to and implementing strategic initiatives.

General Responsibilities

- Promote APS and departmental values and behaviours
- Translate organisational vision and strategy into operational reality
- Demonstrate responsible stewardship through effective governance, reporting and resource management
- Lead change and engage staff through clear communications and proactive stakeholder engagement
- Motivate and manage team performance, including monitoring divisional performance and addressing potential barriers to success
- Build and sustain a high performance culture
- Regularly review and communicate accountabilities across the division
- Lead with excellence and inspire, care for and invest in people
- Model integrity, openness and collaboration
- Deliver enduring, positive change to Australia's Prosperity, Security and Unity
- Harness capability across government, business and the community through effective collaboration.

Eligibility

The successful candidate must:

- be an Australian Citizen.

- obtain and maintain an AGSVA security clearance at a minimum of Negative Vetting 2.
- obtain and maintain an Employment Suitability Clearance.

How to Apply

Please email ses.recruitment@homeaffairs.gov.au **to request a copy of the Application Form, Privacy Notice and Candidate Information Pack.**

As part of your application you will need to provide:

- A completed application form
- A resume that outlines your career history, qualifications and achievements
- 1,000 words outlining your background, skills and experience and how they relate to the requirements of the role
- Details of two referees.

All application requirements are to be emailed to SES.Recruitment@homeaffairs.gov.au by **no later than 11:59PM Tuesday 14 October 2025.**

If you have any queries or need assistance with the application process, or if you would like to discuss your application, please contact James Copeman (james.copeman@abf.gov.au or 0407 880 245)

Enquiries will be kept in strict confidence.

Notes

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

About the Department of 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	James Copeman, 0407 880 245
Agency Recruitment Site	mailto:ses.recruitment@homeaffairs.gov.au

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Vacancy VN-0763244

Department of Home Affairs

Closing Date:Monday 06 October 2025

Critical Infrastructure Risk & Reg
Auscheck Communications and Engagement

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - QLD QLD
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	139774
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139774/

Cyber & Infrastructure Security | Critical Infrastructure Risk & Reg | Auscheck | Communications and Engagement

The AusCheck Communications and Engagement Section leads communication and engagement activities both internally and externally for the branch. This work includes:

- Developing and implementing communication and engagement strategies
- On-boarding critical infrastructure entities to use AusCheck services
- Coordinating background checking for major national events
- Supporting the branch through writing, editing, publishing and graphic design.

Our ideal candidate will

- Possess strong writing, editing and verbal communication skills
- Be a team player who enjoys working in a dynamic and evolving environment
- Bring experience in effective stakeholder engagement to deliver efficient and accurate workplace outcomes
- Bring knowledge operating within the Australian Government branding guidelines and the Web Content Accessibility Guidelines (WCAG) and relevant sections of the Copyright Act 1969 and Privacy Act 1988
- Hold qualifications and/or demonstrated equivalent experience in a relevant field - desirable but not mandatory.

Duties

- Lead communications and engagement projects for AusCheck, including drafting and implementing communication and engagement strategies
- Copy-write, review, edit, coordinate and publish content on behalf of the branch and Department
- Support the improvement and maintenance of AusCheck communication channels, including our website
- Promote best practice communication tactics and provide expert advice, support or guidance on accessible communications and government style, in line with departmental standards
- Collaborate with other sections, external agencies and external stakeholders as needed to facilitate cross-agency or multi-agency planning for communications activities.

Additional information

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

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

Eligibility

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

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

ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).

Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Renee Roszbach, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139774/

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Vacancy VN-0763251

Department of Home Affairs

Closing Date:Sunday 12 October 2025

Enterprise Technology Services
ICT Service Management ITSM Operations

Job Title	ICT VIP and Ministerial Support Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 139924
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139924/

About our team

The IT Service Management Branch is responsible for the overall user experience of the Department's ICT services.

The Department has approximately 20,000 desktop users, and our Branch manages a range of ICT Services and processes which allow the Department to meet it's strategic and operational goals.

The Branch manages major service internal system disruptions. We manage the systems and processes that provide users with ICT assets and system access. We manage ICT change management and the delivery of integrated scheduled ICT software releases. We also provide ICT support to VIP and Ministerial users in the Department.

The VIP and Ministerial team in the IT Service Management Branch is a Canberra-based Service Delivery area, delivering end user software and hardware, as well coordinating ICT services

across the Department of Home Affairs and partner agencies to support our Portfolio's key executive staff. Staff in the VIP and Ministerial team are required to travel to locations across Canberra and occasionally interstate, and participate in an on-call roster.

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

Our ideal candidate

We are looking for team players who have excellent communication and customer service skills.

You will have experience in an ICT support environment, responding to and resolving ICT enquiries and requests from a range of stakeholders. You will be able to work independently, delivering high quality advice and client services in ICT matters

You will be able to manage your work to adapt to changing priorities, while managing expectations and meeting the needs of stakeholders.

You will have a current driver's licence, access to transport and the ability to participate in an on-call roster and be able to work outside of standard working hours when required.

Duties

Duties and responsibilities

- On a daily basis you will interact with stakeholders at all levels, including Senior staff from across the Portfolio, including the Ministers office.
- You will troubleshoot hardware and software issues and install and maintain ICT hardware and peripherals for our VIP clients.
- You will provide face-to-face user support and training
- You will be responsible for planning, scheduling and coordinating service delivery activities
- You will assist in the development and training of a high quality customer focussed team

Additional information

- Current Drivers Licence and access to transport. Ability to work out of hours and participate in an on-call roster

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Anita Osman, NA
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139924/

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Vacancy VN-0763253

Department of Home Affairs

Closing Date:Sunday 12 October 2025

Enterprise Technology Services
ICT Service Management ITSM Operations

Job Title	ICT VIP and Ministerial Support Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 139927
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139927/

About our team

The IT Service Management Branch is responsible for the overall user experience of the Department's ICT services.

The Department has approximately 20,000 desktop users, and our Branch manages a range of ICT Services and processes which allow the Department to meet it's strategic and operational goals.

The Branch manages major service internal system disruptions. We manage the systems and processes that provide users with ICT assets and system access. We manage ICT change management and the delivery of integrated scheduled ICT software releases. We also provide ICT support to VIP and Ministerial users in the Department.

The VIP and Ministerial team in the IT Service Management Branch is a Canberra-based Service Delivery area, delivering end user software and hardware, as well coordinating ICT services

across the Department of Home Affairs and partner agencies to support our Portfolio's key executive staff. Staff in the VIP and Ministerial team are required to travel to locations across Canberra and occasionally interstate, and participate in an on-call roster.

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

Our ideal candidate

We're looking for team players who have excellent communication and customer service skills.

You will have experience in an ICT support environment, responding to and resolving ICT enquiries and requests from a range of stakeholders. You will be able to work independently, delivering high quality advice and client services in ICT matters

You will be able to manage your work to adapt to changing priorities, while managing expectations and meeting the needs of stakeholders.

You will have a current driver's licence, access to transport and the ability to participate in an on-call roster and be able to work outside of standard working hours when required.

Duties

Duties and responsibilities

- On a daily basis you will interact with stakeholders at all levels, including senior staff from across the Portfolio, including the Ministers office.
- You will troubleshoot hardware and software issues and install and maintain ICT hardware and peripherals for our VIP clients. You will provide face-to-face user support and training
- You will participate in planning, scheduling and coordinating service delivery activities
- You will be an active participant in the development of a high-quality customer focussed team

Additional information

- Current Drivers Licence and access to transport. Ability to work out of hours and participate in an on-call roster

Eligibility

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

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

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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To Apply

Position Contact	Anita Osman, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139927/

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Vacancy VN-0763262

Department of Home Affairs

Closing Date:Wednesday 08 October 2025

Critical Infrastructure Risk and Reg
Auscheck Background Checking & Credential Services

Job Title	Team Leader - Background Checking & Credential Services
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	139749
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139749/

About our team

The Background Checking and Credential Services (BCCS) section is the operational hub of AusCheck, including:

- Issuing Body (IB) team
- Background Checking (BC) team.

The IB team conducts identity verification interviews for the ASIC and MSIC schemes, as well as manual reviews for all schemes administered by AusCheck, to ensure all information and documentation provided by applicants is accurate and correct before details of the applicant are lodged with the BC team. The IB team also prints and dispatches ASICs and MSICs for eligible applicants.

The BC team facilitate background checks for applicants of schemes administered by AusCheck, the team makes an assessment to determine if the offences are security relevant offences (SRO) (the criteria for SROs vary for each scheme).

Our ideal candidate

- Be a team player who enjoys working in a dynamic and evolving environment
- Possess strong written and verbal communication skills and have the ability to work under pressure whilst remaining calm in stressful situations
- Be able to positively contribute in a team environment, displaying integrity and high ethical standards
- Possess good judgement and pay careful attention to detail in order to make lawful decisions confidently, while undertaking analysis and drawing accurate conclusions based on evidence
- Work collaboratively with others in order to deliver efficient and accurate workplace outcomes. You must be competent with Microsoft Office Suite and have the ability to quickly learn departmental IT systems, legislation and policy.

Duties

- Lead and manage a team within the Background Checking and Credential Services section and coordinate workflow, resources, tasks and priorities
- Oversee and manage the operational functions of the section such as:
    - Allocation of work amongst the team and quality assurance of applications and assessments
    - Conducting virtual and in-person identity verification interviews
    - Processing application submissions across the various AusCheck schemes
    - Assessment of criminal histories against security-relevant offences
    - Work closely with checking partners to update applications and remediate any issues which may delay the background checking assessment
    - Escalate application and assessment issues when required through established processes and channels
    - Production and distribution of security identification cards
- Ability to communicate effectively both orally and in writing, including create high-level written material using templates to support administrative decisions
- Responsible to lead a team, allocate work, resources, tasks, and set work area priorities, develop strategies and evaluate business outcomes
- Have accountability for tasks and decisions and supports less experienced employees in achieving their goals through the provision of guidance and quality assurance.

Additional information

- A broad understanding of relevant legislative and policy frameworks and service delivery and of the external factors influencing departmental or whole of government policies relative to role (or the ability to quickly develop this understanding)
- Ability to manage staff in a complex and dynamic work environment

- Ability to think strategically, particularly with focusing on achieving outcomes, demonstrating flexibility and agility with managing workloads, tasks, competing priorities and resources
- Ability to communicate effectively both orally and in writing, including create high-level written material using templates to support administrative decisions
- Advanced level administrative skills, organisational skills and attention to detail
- Demonstrate self-awareness and a commitment to learning and personal development
- Demonstrated ability to manage and prioritise multiple tasks with competing deadlines
- Demonstrated technical proficiency in the relevant field
- Must be able to obtain and hold aviation and maritime security identification cards (ASIC and MSIC)
- Must have a myID account registered to 'standard' identity strength or higher (requires personal smart phone device)
- Strong stakeholder engagement skills, including the ability to work with staff of all levels
- Well-developed time management and prioritisation skills.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Jayden Fisher, 0472 623 940
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139749/

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0763337

Department of Home Affairs

Closing Date:Sunday 26 October 2025

Civil Maritime Capability
Marine Deployments & Support Marine Deployments and Support Branch

Job Title	Marine Communications and Technical Officer (Cape Class)
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - NSW NSW, Various locations - VIC VIC
Salary	$76,863 - $82,906
Future Merit Locations	Various locations - WA, Various locations - SA, Various locations - NT, Various locations - QLD, Various locations - NSW, Various locations - ACT, Various locations - VIC
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	139985
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139985/

Benefits

Amongst other allowances, on successful completion of pre-deployment requirements, marine sea-going officers currently attract a commuted sea-going allowance (CMA) 63% of base salary. See section 12 - Enterprise Agreement 2024-27 (homeaffairs.gov.au)

About the Australian Border Force

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. The ABF operates in a rapidly evolving global environment. We must perform to the highest standards while remaining agile to anticipate and respond to emerging threats, and capitalise on opportunities to partner with domestic and international border, customs, immigration, intelligence and law enforcement agencies. To deliver our mission in the face of advancing technology and new threats, it is not enough to be reactive, we must be professional, disciplined and collaborative.

Branch Overview

Marine Deployments and Support Branch (MDSB) deploys sea-going marine Border Force Officers to Australian Border Force Cutters (ABFC) and Australian Defence Vessel (ADV) Ocean Protector where they undertake a range of border enforcement activities throughout the Australian Exclusive Economic Zone (EEZ). This includes offshore maritime patrols and response, surveillance and deterrence activities that support civil maritime security operations and respond to identified Maritime Security Threats (MSTs) including:

- Illegal Maritime Arrivals (IMAs)
- Maritime Terrorism
- Piracy, Robbery and Violence at Sea
- Prohibited Imports and Exports
- Exploitation of Natural Resources
- Illegal activity in Protected Areas
- Marine Pollution
- Compromise to Biosecurity.

ABFC crew perform varied duties, which include boarding operations, bridge and engine room watch keeping, deck and engine room tasks and maintenance, meal preparation and vessel cleaning tasks. Officers maintain a capability to allow for re deployment within the fleet or general duties within ABF.

Position Summary

The Marine Communications Technical Officer (MCTO) Cape Class will be required to:

- Assist the Chief Engineering Officer (CENG), Communications Officer (COMMS) and Commanding Officer (CO) in the safe and efficient operations of all (internal and external) communications (including wideband satellite system), sensors and navigation equipment and provide advice in regards to maintenance (planned, corrective and preventative) of the vessel's electronic equipment
- Assist with on-board marine duties including radio and surveillance sensor operation and gathering of electronic evidence. Carry out all forms of maintenance on vessel electronic equipment as scheduled by the Computerised Maintenance Management System (CMMS) or as delegated by the CENG
- Action software configuration changes in accordance with the approved procedure. Carry out electrical and electronics repairs and maintenance of systems only if authorised to do so in accordance with the assignment of Technical Authority (TA). Ensure compliance with Work Health and Safety (WHS) in the workplace. Assist in bridge and engineering watch keeping as directed. Assist with vessel running and maintenance duties as delegated by the CENG and / or the Marine Technical Support (MTS) section.

Our ideal candidate

MDSB are seeking applications from professionals who can respond positively to a challenging and high-pressure environment. The programme of the Branch is high profile, with added sensitivity due to the armed nature of the workforce, demanding a high level of training and qualifications as well as liaison with other agencies and ABF Commands.

The work you will undertake entails spending substantial time away from home for extended periods usually for 28 days (Cape Class) on a Fly In Fly Out roster. A tactical extension may increase deployment days restricting a return to port or home.

The MCTO must also manage and be responsive to a range of requirements, including:

- Be able to perform duties in the maritime environment including lengthy deployments on unstable platforms in uncertain and variable weather and sea conditions
- Compatible with sharing facilities, when living within the close constraints of a vessel for an extended period
- Demonstrate flexibility and initiative in response to allocated work, including assisting in the completion of work outside of assigned responsibilities
- Deployment to vessels reflects the operational priorities of the ABF and rostering as determined by the relevant policies and procedures. Officers are expected to be flexible and agile in responding to rostering and deployment by the ABF.

Depending on operational requirements and the circumstances of candidates, the Marine Unit permits domiciling in Brisbane, Sydney, Canberra, Melbourne, Adelaide, Perth, Darwin and Thursday Island (Thursday Island - Aboriginal and Torres Strait Island Officers Only).

<u>Knowledge</u>

Knowledge of and ability to apply relevant legislation, including:

- Maritime Powers Act 2013
- Privacy Act 1988
- Customs Act 1901
- Australian Border Force Act 2015
- Environment Protection and Biodiversity Conservation Act 1999, in particular International Convention for the Prevention of Pollution from Ships (MARPOL)
- Quarantine Act 1908

- Navigation Act 2012
- Migration Act 1958
- Australian Maritime Safety Authority (AMSA) Marine Orders and Marine Notices
- International Maritime Organisation Conventions Safety of Life at Sea (SOLAS), MARPOL, International Convention on Standards of Training, Certification and Watch keepers (STCW), Maritime Labour Certificate (MLC), Load Line, (MLC), Load Line, International Maritime Dangerous Goods (IMDG), Convention on the International Regulations for Preventing Collisions at Sea (COLREGS) and Search and Rescue (SAR)
- Ability to interpret and apply relevant Departmental policies, standard operating procedures, instructions and guidelines (I&Gs)
- Compliance with Vessel Safety Management Systems (SMS).

Duties

Specific Duties/Responsibilities

As the MCTO (Cape Class) you will be required to:

- Work within the Marine Technical Regulatory System (MTRS) as a Suitably Qualified and Experienced Person (SQEP)
- Assist the CO in the safe and efficient operation and maintenance of the vessel's electronic and communication systems
- Provide the CO with assistance through the conduct of on-board analysis, maintenance and administration of marine technical matters relating to the MCTO position
- Manage, implement and input the electronic and communications elements and maintenance requirements into the vessel's deck and engineering maintenance plans
- Manage the ships communication, navigation, electronic sensors and information systems
- Perform daily system operational tests of all on-board communications, navigation and sensor systems, including pre and post sailing checks
- Operate electro optical surveillance system during boarding evolutions and as directed
- Manage the operational capability of the tenders' electronic and communication systems
- Liaise with shore-based MTS Officers to aid in fault diagnostic for communications, navigation, electronic sensors and information systems
- Take an active role in the familiarisation of other crew in relation to on-board communications, navigation, electronic sensors and information systems
- Work closely with the MDSB to assist the development of new I&Gs, Standard Operating Procedures and Emergency Procedures
- Interpret and apply Work Health and Safety and other relevant maritime industry legislation
- Carry out duties during emergencies and drills
- Assist in providing on-site support, when required, to assist in the coordination of maintenance, warranty and survey tasks
- Provide marine technical advice to ABF Marine Unit and clients, as required
- Assist with general deck, engine room and ship's husbandry duties including food preparation and domestic hygiene duties
- Be responsible for creating complete and accurate records in accordance with the Recordkeeping Practice Statement and Instruction and Guidelines
- Provide advice and/or assistance to Central Office, as required
- Contribute to the management of vessel operations in heavy sea states
- Contribute to on-board emergency response and communicate effectively within teams

- Plan, organise and control processes and resources to deliver specific goals or objectives
- Build and maintain productive working relationships with shore side support staff
- Plan, organise and control systems, processes and resources to deliver specific goals or objectives
- Coordinate multiple work areas to complete tasks within set time frames.

Mandatory Qualifications

- Certificate II in Electronics; equivalent or higher (must be able to provide evidence)

Highly Desirable

Possess or have the ability to obtain:

- Certificate III in Electronics; equivalent or higher

Mandatory Role Requirements:

Must be able to obtain and maintain the following:

- Ability to undertake and successfully complete (without restriction) the ABF Operational Readiness Assessment (ORA); which includes the Basic Fitness Assessment (BFA) + swim assessment AMSA Certificate of Medical Fitness for sea duty in accordance with Marine Orders Part 76 (Health Medical Fitness) and adhering to the guidelines for Medical Inspectors of Seamen as set out by AMSA
- Undertake and pass Non Use of Force (UoF) psychometric testing
- Ability to obtain and maintain Employment Suitability Screening ESC and Australian Government Vetting Agency (AGSVA) Security Clearance of Negative Vetting 1.
- Certificate of Safety Training (COST) Standards of Training, Certification and Watchkeeping (STCW) which include the following components:

- Elementary First Aid (STCW Reg VI/1 and Code Section A-VI/1, Table A-VI/1-3);
- Fire Prevention and Fire Fighting (STCW Reg VI/1 and Code Section A-VI/1, Table A-VI/1-2);
- Personal Safety and Social Responsibilities (STCW Reg VI/1 and Code Section A-VI/1, Table AVI/1-4);
- Personal Survival Techniques (STCW Reg VI/1 and Code Section A-VI/1, Table A-VI/1-1); and

- Security Awareness Training (STCW Reg VI/6 and Code Section A-VI/6, Table A-VI/6-1)
- Marine Navigation systems, Marine Communications systems and Satellite
- High, Very High and Ultra High Frequency, Radio Operation and secure communications training
- Secure communications, Radar, Automatic Identification System (AIS) and Electro Optical Surveillance System (EOSS)
- Local Area and Wide Area Network
- Possess or have the ability to obtain Certificate III in Electronics; equivalent or higher
- Server and enterprise environments and Computerised maintenance systems
- Apply relevant legislation, policy and guidelines
- Possess the skills, ability and qualifications to be awarded a TA under the MTRS as a SQEP
- Global Maritime Distress and Safety Systems (GMDSS), Electronic Chart Display and Information System (ECDIS) Maintainer - generic and specific required
- Restricted Electrical Licences
- Advanced Fire Fighting Training
- Successfully complete and maintain Basic First Aid Certificate (HLTAID011) and Cardiopulmonary Resuscitation (CPR) (HLTAID009)
- Ability to obtain an Official Passport
- Swear an oath or make an affirmation
- Actively participate in career management (postings and deployments)
- Be uniformed. Prepared to deploy on board a vessel for up to 36 days at a time
- Must read and sign the Child Protection Mandatory Behaviours Declaration and undertake to comply with it; complete the Department's Child Safeguarding eLearning
- COVID-19 vaccinations (It is a mandatory condition of your employment that, you have been fully vaccinated, and attain full vaccination (including one COVID-19 booster dose to maintain an 'up-to-date' status)
- Certificate of Proficiency of Survival Craft and Rescue Boats other than Fast Rescue Boats
- Provide Medical First Aid On-board a Vessel Training (AMSA)
- Short Range Operator Certificate of Proficiency (Office of Marine Communications) and Long Range Radio Operators Licences.

Additional Information

These positions are seagoing positions and as such living space is limited with shared cabins and communal ablutions for crew. There may be limited internet access and phone connectivity for extended periods of time. The ABFCs operate in remote areas and there is limited opportunity to be transferred ashore during deployment. This is a designated ABF position. You will be a sworn officer subject to the ABF Career Management Posting Policy and the Uniform and Appearance Standards Procedural Instruction. Although every effort will be made to maintain a scheduled roster, occasionally due to operational requirements your roster patterns may vary in accordance with the Enterprise Agreement 2024-27.

This position has been assessed in accordance with the APSC Role Evaluation Framework. To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

- Work Level Standards

- Integrated Leadership Systems
- Home Affairs Professional Standards and Integrity Framework
- APS Legislative Requirements
- APS Values and Code of Conduct

Eligibility

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

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

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

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

Notes

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

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To Apply

Position Contact	ABFMU Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139985/

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Vacancy VN-0763348

Export Finance Australia

Closing Date:Wednesday 08 October 2025

Job Title	Procurement Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	EFA293
Agency Website	

Job Description

careers@exportfinance.gov.au

Export Finance Australia (EFA) is the government's export credit agency.

We provide financial expertise and solutions to drive sustainable growth that benefits Australia and our partners. Through our loans, guarantees, bonds and insurance options we enable SMEs, corporates, and governments to take on export-related opportunities, and support infrastructure development in the Pacific region and beyond. Due to the continued growth of our business, we are now seeking to add a **Procurement Manager** to the team.

The Procurement Manager is responsible for managing and overseeing EFA's procurement activities to ensure they are conducted in accordance with the *Public Governance, Performance and Accountability Act 2013* **(PGPA Act)**, the Commonwealth Procurement Rules **(CPRs)**, internal procurement policies, and relevant government frameworks. The role ensures value for money, probity, fairness, and compliance in all procurement processes and supports effective supplier relationships that enable EFA to deliver on its objectives.

Duties

- Develop and implement proceurement strategies aligned with EFA's objectives and the CPRs.
- Provide advice on procurement options, market approaches and risk management.

- Lead the end to end procurement processes, including open tenders, limited tenders, requests for quote (RFQ), and panel arrangements.
- Prepare and review procurement documentation and ensure procurement processes achieve value for money and withstand audit scrutiny.
- Ensure all procurements comply with Commonwealth procurement legislative requirements, policies and panel rules as well as applicable EFA policies and procedures.
- Maintain accurate records and ensure reporting obligations are met.
- Monitor procurement activities for probity, ethical behaviour and conflicts of interest.
- Oversee contract establishment in conjunction with the Enterprise Legal team and handover to contract managers.
- Partner with business units to understand requirements and provide high quality advice, assist in developing contract management plans and monitor performance.
- Manage relationships with suppliers, government stakeholders. And internal clients.

Eligibility

- Deep understanding of the CPRs, PGPA Act and relevant finance / procurement frameworks.
- Demonstrated experience in government procurement (including procurement planning, tendering, evaluation and contract formation).
- Ability to assess market conditions, risks, and opportunities to inform procurement strategies.
- Strong problem-solving and judgement skills.
- Excellent written and verbal communication skills, with the ability to draft high-quality documentation.
- Ability to influence stakeholders and provide practical procurement advice.
- Ability to build procurement capability across the organisation.
- Experience in digital procurement systems.
- Degree qualified in a relevant subject and ideally professional certification (e.g. CIPS equiv).

Notes

We are small enough to have an impact, BIG enough to make a world of difference and it starts with our people.

We support flexible working and pride ourselves in fostering a culture that is inclusive, diverse and collaborative. We are proud to be certified as a 2025 Great Place to Work for a fifth consecutive year, recognised on the 2023 AFR BOSS Best Places to Work list and listed as one of Australia’s Best Workplaces for Women in 2025.

In line with our commitment to our people, we have a comprehensive array of benefits available to our employees:

- Generous leave provisions (e.g. Annual Wellbeing day) & leave purchase opportunities
- 18 weeks paid parental leave for primary care givers
- Thorough induction onboarding program
- Fitness Passport along with other Health & Wellbeing initiatives
- Gender affirmation leave
- Income Protection Insurance
- Community volunteering
- and many more!

Our headquarters is based in Sydney CBD, and we have a national presence across Melbourne, Canberra, Brisbane, Perth and Adelaide.

Australian Citizenship - To be eligible to apply for this position, applicants **must** hold Australian Citizenship at the time of application.

Security Clearance - To be eligible to apply for this position, applicants **must** be able to obtain and maintain a Baseline security clearance.

About the Export Finance Australia

Export Finance Australia is Australia's export credit agency. For more than 60 years, we have proudly helped hundreds of small, medium and large Australian businesses take on global opportunities. Our purpose is to support Australian export trade and overseas infrastructure development that delivers benefits to Australia. We administer the Australian Government's National Interest Account (NIA).

To Apply

Position Contact	careers@exportfinance.gov.au, 0455140254
Agency Recruitment Site	careers@exportfinance.gov.au

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Vacancy VN-0763092

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia (Division 1)
Judicial Support

Job Title	Legal Associate to Justice Anderson - FCFCOA
Job Type	Full-Time, Non-Ongoing
Location	Parramatta NSW
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role is onsite
Classification	APS Level 4
Position Number	0760-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=974EA67E-92C4-73B5-8386-E43533DBA550

Purpose of Position

Legal associates assist with researching cases, points of law, preparing matters for hearing including other related matters for first instance judges and of the Court. Legal associates are responsible for providing assistance to judicial officers during court hearings and other administrative support to judges, as required. In addition, legal associates perform court support duties.

Legal associates primarily provide assistance to designated judges but may be asked to assist other judges if the need arises. Some travel may be required.

Duties

The occupant of this position:

- provides research assistance to judicial officers
- assists judicial officers with the management of cases and, if required, enters data into the Court's case management system
- assists with the preparation of matters for both the Court and the Judge, with the Judge's judgment writing as required including head notes, catch wording, and editing in line with the Court's judgments publication standards
- undertakes judicial associate and client service (court officer) duties, and provides assistance by updating chambers loose leaf series, and

- assists with the general operation of chambers, when required.

Eligibility

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record and have completed the family law subject.

Selection Criteria

1. Ability to undertake research (including on-line research) and prepare reports and written correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
4. Ability to operate computer-based equipment and associated word processing and other software.
5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

Notes

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

About the Federal Circuit and Family Court of Australia

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

To Apply

Position Contact	Lynne Weidle, (02) 8623 4392
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=974EA67E-92C4-73B5-8386-E43533DBA

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Vacancy VN-0763145

Future Fund Management Agency

Closing Date:Thursday 02 October 2025

Job Title	Senior Systems Analyst, Corporate Technology
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days in office (must include Tuesdays and Wednesdays) and two days work from home
Classification	APS Level 5
Position Number	job requisition id JR100248
Agency Website	www.futurefund.gov.au

Job Description

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

The Future Fund is seeking a Senior Systems Analyst to join the Corporate Technology team. In this pivotal role, you will support and optimise technology solutions across a range of enabling functions, including Legal, Enterprise Risk & Compliance, Corporate Affairs, People, Culture & Inclusion, Knowledge Management, and Business Operations. Reporting to the Strategy & Planning Manager, you will help guide the technical direction of applications, ensuring alignment with business outcomes and adherence to governance processes. This is a unique opportunity to work alongside global thought leaders, contribute to strategic initiatives, and drive impactful change in a high-performing environment.

Duties

- Collaborate with a range of stakeholders to identify, analyse and prioritise opportunities for improvement. Ensuring that our technology solutions are effective and efficient in supporting business needs.
- Translate stakeholder needs into technical requirements (e.g., APIs, integrations) and provide subject matter expertise for technology solutions, bridging the gap between business needs and IT capabilities.
- Drive continuous improvement activities; including enhancements, upgrades, patching, configuration and technical governance.
- Partner with Pillar Managers and draw on organisational expertise to optimise system functionality.
- Maintain and update documentation for technology solutions.
- Ensure solutions address non-functional requirements such as security, availability, reliability, recoverability and usability.
- Oversee the appropriate handover of solutions to support teams and contribute to solution reviews
- Contribute to the maintenance of business operations, data and technology standards and policies.

Eligibility

- You hold a tertiary qualification in engineering, technology, business administration, or a related discipline; with relevant certifications in business analysis, technology, or project management considered desirable.
- You bring an analytical mindset and problem-solving skills to enable your communications across complex technology concepts to both technical and non-technical stakeholders,
- You build strong relationships with stakeholders to deliver high-quality outcomes
- You have worked across a range of technology application improvement roles (e.g. consulting, system administration)
- You have experience developing or improving technology platforms, including learning new applications to write technical requirements and solution summaries, and perform system configuration when relevant.
- You are comfortable working in complex change environments with multiple, interdependent projects, and managing competing demands across the full project lifecycle.
- You have experience delivering multi-year programs which impacted multiple business units (e.g. Human Resources, Finance, CRM, Knowledge Management, Legal)

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

Notes

About the Future Fund Management Agency

The Future Fund is Australia’s sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of seven public asset funds: the Future Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

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

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Vacancy VN-0763062

Murray-Darling Basin Authority

Closing Date:Thursday 02 October 2025

River Management
River Operations

Job Title	Murray Assessment Director
Job Type	Full-Time, Ongoing
Location	Griffith NSW, Adelaide SA, Canberra ACT, Albury NSW, Mildura VIC, Murray Bridge SA, Goondiwindi QLD
Salary	$142,541 - $167,990
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	101664
Agency Website	

Job Description

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

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray–Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 50 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in theMurray-Darling Basin Plan.

The Position

The Murray Assessment Director will:

- Oversee the River Murray Assessment Process (forecasting states bulk water shares)
- Provide support to the River Management Accounts (the accounting and sharing of states water under the Murray Darling Basin Agreement)
- design and implement a range of improvements to meet contemporary accounting, communication, transparency and modelling standards.
- be responsible for overseeing environmental accounting and improvements,
- be responsible a range of modelling and data services in support
- Represent MDBA and joint venture interests with Snowy
- Work with state agencies to meet their current and future Murray accounting needs
- Manage a small team

The Director must work closely with the Hydrological Analysis and River Operations branches on behalf of the joint venture of the Commonwealth, NSW, VIC and SA.

Duties

- Oversee MDBA assessment processes and identifying opportunities to improve
- Oversee environmental accounting procedures and documentation
- Work with a range of internal teams to continually improve accounting practices, tools and outputs for state agencies in their allocation processes.

- Document processes and procedures for future training and development training tools to improve training efficiency and outcomes
- Support modelling and data analysis tasks in conjunction with Hydrological analysis and River Operations branches
- Support Operations & Water Liaison Working Group (state advisory group) on a range of issues including but not limited to sharing the Murray
- Represent the MDBA on Snowy water licence issues and Snowy Hydro liaison

Eligibility

To be eligible for a position, you must be:

- an Australian Citizen;
- willing to obtain, or currently hold a baseline security clearance; and
- satisfy all other MDBA engagement requirements, including health and character clearance.

Notes

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Tom Zouch, 0448621722
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0763149

Office of National Intelligence

Closing Date:Monday 06 October 2025

Digital & Data

Job Title	Program, Project & Product Managers - Technology Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$103,748 - $144,300
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6;Executive Level 1
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

The Team

In ONI's Digital and Data Division, we design and deliver technology solutions and services that underpin ONI's day-to-day operations, as well as lead broader digital and data initiatives across the NIC. We also develop solutions for accessing and analysing information and data that contributes to assessments and business intelligence for decision making customers.

Roles are available across a number of teams in the Division with diverse work including to deliver core, resilient and secure ICT infrastructure, transition to cloud services, and initiatives that take advantage of new technology such artificial intelligence.

Who are we looking for?

The Division's work is extremely diverse, so regardless of your skillset, there is a high likelihood that your abilities will be valued in the Digital and Data Division. The Division is focused on enabling better enterprise level outcomes across the breadth of its technology suite and in close partnership with other NIC agencies.

We are seeking those with an innate curiosity and willingness to learn, which is just as important to us as formal qualifications. We support innovative thinking and new ideas. Because of the diversity of the work we do, we need a workforce comprised of individuals with an equally diverse set of skills, experience and attributes. Individuals with prior government or private sector experience as Program Managers, Project Managers or Support Officers, Product Owners, Governance Officers, Change Managers and any other relevant occupations are encouraged to apply.

This recruitment process will not only fill current vacancies but also build a merit pool for future roles over the next 18 months.

If you're ready to bring your expertise and make a difference, we'd love to hear from you.

Duties

EL1 Program Managers

- Oversee multiple related projects aligned to transformation initiatives.
- Manage dependencies, benefits realisation, resourcing, governance, and change impacts.
- Engage with senior leaders, policy, and delivery teams to drive program outcomes.
- Maintain oversight of program delivery health, risk profiles, and stakeholder engagement and alignment.

EL1 Project Managers/APS6 Support Officers

- Lead end-to-end delivery of digital, cyber or ICT projects using agile, hybrid, or traditional delivery approaches.
- Manage scope, timelines, risks, and budgets, ensuring project goals are clear and are realised.
- Coordinate multidisciplinary teams and external delivery partners.
- Report on project performance and milestones to senior stakeholders.

EL1 Product Managers/APS6 Support Officers

- Define the vision, roadmap and outcomes for digital and data products that meet user and business requirements and delivers value.
- Prioritise product features and improvements based on evidence, user research, and policy context.
- Work closely with delivery teams, UX/UI designers, developers, and key stakeholders.
- Champion user-centric design and iterative product development across the product lifecycle.

The distinction between the APS6 and EL1 roles is determined by the complexity of the work and the level of autonomy, accountability, initiative and independent judgement required. The selection panel will assess candidates against the APS Work Level Standards – please visit the APSC website for more information.

Key Attributes

Our ideal candidates will have:

- Proven ability to lead and deliver complex programs, projects, or digital products on time and within budget, either independently or through managing multidisciplinary teams.
- Strong stakeholder engagement, with a demonstrated ability to build and sustain collaborative relationships across internal teams, government agencies, external vendors, and end users.
- Excellent written and verbal communication skills, including the ability to explain complex concepts clearly and adapt messages for executive, technical, and non-technical audiences.
- Demonstrated capability to manage risk, lead change, and adapt in dynamic or ambiguous environments.
- Proven ability to manage competing priorities and deliver multiple concurrent initiatives, using critical thinking, sound judgement, and a strategic focus on outcomes.

Desirable attributes:

- Experience delivering digital, data or ICT projects in a government or large enterprise setting.
- Relevant certifications or qualifications (e.g. PRINCE2, AgilePM, PMP, SAFe, HCD, Product Management).
- Familiarity with tools such as Jira, Microsoft Planner or Project, or similar delivery platforms.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your

job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo an organisational pre-employment assessment

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment (see Pre-employment Screening Assessment).

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0763350

Job Title	EL1 Senior Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$127,665 - $144,300
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

https://www.oni.gov.au/vacancies

The Team

In this role you'll join the Office of National Intelligence as a senior legal officer in the agency that leads Australia's intelligence community, helping protect Australia from rapidly evolving threats and advancing our national security and prosperity.

You'll be part of a small team that collaborates with staff across the agency and engages with a range of stakeholders including other agencies in the intelligence community, policy departments and oversight bodies. It's an exciting, dynamic environment that will use and develop your legal expertise and skills to the fullest.

The Role

We are looking for skilled, motivated lawyers with well-rounded expertise in public law and an appreciation of the national security context. Working with the Legal Services Branch, you will:

- provide legal advice on legal issues relevant to ONI, including commercial, employment, operational and governance matters
- assist with ONI's involvement with litigation and dispute resolution, particularly in relation to the protection of information
- engage in the legislative development process where ONI or NIC equities are involved
- develop and conduct legal training for ONI staff members
- maintain and strengthen strong working relationships with key external stakeholders, in particular, across the National Intelligence Community, PM&C, the IGIS, policy departments and external legal advisers
- communicate effectively with staff at all levels of seniority about ONI as a trusted legal adviser
- support ONI's role in interdepartmental meetings, including preparing meeting papers.

Duties

Key Attributes

Our ideal candidate would have:

- Highly developed written and verbal communication skills
- Demonstrated ability to provide timely, high-quality, client-focused legal advice
- Ability to build and sustain effective relationships and foster teamwork by working collaboratively and productively with others
- Demonstrated good judgement and an unfailing commitment to ethical behaviour
- An understanding of ONI's functions and context (desirable)

Mandatory Attributes

- A Bachelor of Laws or Juris Doctor from an Australian tertiary institution
- Admittance to practice law in an Australian State or Territory and eligibility to hold a restricted practicing certificate in the ACT.

Eligibility

Am I eligible to apply?

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo an organisational pre-employment assessment.

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment (see Pre-employment Screening Assessment).

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, recruit@oni.gov.au
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0763123

Sport Integrity Australia

Closing Date:Sunday 05 October 2025

Corporate Human Resources

Job Title	Learning and Development Officer/Senior Learning & Development Officer
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,199 - $115,583
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5;APS Level 6
Position Number	0057_0925
Agency Website	www.sportintegrity.gov.au

Job Description

https://sportintegrity.nga.net.au/cp/

The role

Reporting to the Assistant Director, Learning and Development, the Senior Learning and Development Officer will achieve under limited direction complex learning and development work including embedding and administration of the central L&D function and ownership of the Learning Management System (Acorn).

Duties

APS Level 5

- Plan, manage and direct complex learning and development activities
- Identify, interpret and clarify learning and development requirements to meet business needs and promote a learning culture
- Work collaboratively with internal and external stakeholders on the provision of complex learning and development services
- Perform analysis, design development and evaluation of complex learning and development activities.
- Manage various projects, tasks, reporting and administrative functions amid competing priorities within deadlines and tight timeframes
- Other duties as directed

APS Level 6 (In addition to the above)

- Assist in the development, implementation and maintenance of supporting systems, policies and processes
- Assist with implementation of Leadership Framework and workforce planning
- Assist with the development of the agency Learning and Development Strategy

Selection criteria

The selection criteria of this role include/s:

- Excellent written and verbal communication skills to communicate effectively and accurately
- Experience in planning, coordinating, and/or administrative support
- Demonstrated ability to work in a high tempo environment, managing a range of competing priorities in a changing environment
- Draft reports, briefs, submissions, papers as required
- Be capable of engaging stakeholders at all levels and a proven record of effective client engagement
- Have experience developing learning solutions using Acorn (desirable)

This role will be offered for an initial specified term ending 30 June 2026 with the possibility of extension.

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Notes

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government’s efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the use of prohibited substances and methods in sport, stop the abuse of children and other persons in a sporting environment, cease manipulation of sporting competitions and to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues.

Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Recruitment team, 0429213781
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Vacancy VN-0763297

Taxation Ombudsman

Closing Date:Wednesday 08 October 2025

Job Title	Complaints Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA
Salary	$90,235 - $96,012
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	Hybrid if Sydney-based. Work from home if located elsewhere.
Classification	APS Level 5
Position Number	25/09-IGT
Agency Website	https://igt.gov.au/

Job Description *https://www.taxombudsman.gov.au/*

We are seeking a passionate, motivated and empathetic individual to join our team as an APS5 Complaints Investigator. This is a meaningful opportunity to help everyday Australians through difficult periods by resolving tax administration complaints and improving the administration of tax laws.

As an APS5 Complaints Investigator, you will work within a professional and collegiate team to investigate complaints, communicate findings, and contribute to systemic improvements in tax administration.

You will play a key role in promoting fairness, transparency, and accountability in the tax system.

Successful applicants can expect to be involved in:

- Investigating complaints and disputes involving the ATO and TPB.
- Communicating findings and recommendations clearly and professionally.
- Applying administrative law principles to assess fairness and transparency.
- Identifying systemic issues and contributing to broader reviews.
- Collaborating with internal and external stakeholders, including senior executives.

Duties

Our ideal candidate:

- applies analytical and problem-solving skills to assess complex information and produces recommendations for resolution.
- communicates confidently and empathetically, through both written and verbal channels, to assist taxpayers in understanding and navigating the tax system.
- manages competing priorities and works as part of a team and independently.
- is committed to helping the community.

Eligibility

Relevant experience or qualifications in complaints management, dispute resolution, tax, accounting and/or administrative law are desirable but not essential.

Eligibility

- Undergo pre-employment checks.
- Ability to obtain and maintain a national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

Notes

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia.

In delivering against our purpose, our key activities are to:

- investigate and help resolve complaints from taxpayers or tax practitioners about the administration of the Australian Tax Office (ATO) or Tax Practitioner Board (TPB) in a timely and efficient way
- review and make recommendations on systemic issues relevant to improving tax administration
- provide independent advice to the Government and Parliament on improving tax administration
- raise awareness of the role of the agency and promote the integrity of the tax system.

To apply, please submit your resume (maximum 3 pages) along with a 500-word pitch outlining your relevant skills and experience to the role. Applications can be submitted by emailing recruitmentigt@igt.gov.au by 8 October 2025. For any further inquiries, please contact Simon Ly – Simon.ly@igt.gov.au

We may create an order of merit from this selection to fill similar roles in future.

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Simon Ly, 02 8239 2129
Agency Recruitment Site	https://www.taxombudsman.gov.au/

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Vacancy VN-0762582

Therapeutic Goods Administration

Closing Date:Friday 03 October 2025

Medical Devices and Product Quality Division
Laboratories Branch Biomaterials and Engineering Section

Job Title	Executive Level 2 - Principal Regulatory Engineer or Scientist - Biomaterials and Engineering Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$144,175 - $170,695
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 2
Position Number	25-MDPQDIV-29870
Agency Website	

Job Description

https://www.tga.gov.au/

Are you ready to help lead one of Australia’s most technically diverse and impactful medical device testing teams?

The Therapeutic Goods Administration (TGA) is seeking a Principal Regulatory Engineer / Scientist to support the strategic leadership of the Biomaterials and Engineering Section. Reporting to the Section Director, this Executive Level 2 role plays a key role in delivering high-impact testing, evaluation, and regulatory advice on therapeutic goods.

Based in Fairbairn, ACT, the section conducts multidisciplinary testing across mechanical, electrical, biological, software, and cybersecurity domains. You will guide method development, manage quality systems, mentor staff, and contribute to national and international standards development.

This is a unique opportunity to shape regulatory science in Australia, influence public health outcomes, and work closely with an experienced Director in a collaborative and technically diverse environment.

Duties

The key responsibilities of the Principal Regulatory Engineer / Scientist are to:

- Maintain a high level of professional knowledge and provide expert technical advice across and outside the organisation on complex or strategically important issues.
- Guide the interpretation and communication of complex or sensitive findings that have strategic or operational significance.
- Direct the assessment, development, and implementation of new testing methods and quality system processes and ensure that their introduction is supported by training programs and the maintenance of the appropriate accreditations.
- Manage and co-ordinate the work of the Section and be responsible for the effective use of its resources, the timely delivery of high-quality outputs, and ensuring that staff maintain a high level of specialist technical expertise.
- Be accountable for the development, management, evaluation and delivery of the Section’s testing program, evaluation, and project work, including reviewing and prioritising project proposals and authorising testing results. implement and manage testing services for internal and external clients, including testing conducted to support the HPRG regulatory and compliance activities.
- Develop, mentor and train staff in testing, evaluation, research, review, and method development activities and ensure that performance is managed effectively.
- Liaise and negotiate with areas within and outside the HPRG, including with industry, consumer, and government groups involved in the use, manufacture, supply, and regulation of therapeutic goods.
- Represent the Laboratories Branch/HPRG and the Department in various fora both nationally and internationally and provide expert opinion to inform standards development for Australian and international bodies.

Eligibility

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

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

Mandatory Qualification: (Where an inherent job requirement)

- A Degree in Engineering, Science or Technology relevant to medical devises is required.

Notes

Applications close Friday 3 October 2025 at 11:30PM AEST

Applicants should quote reference number 25-MDPQDIV-29870 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDAC) 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 (this will not exceed a total of 24 months in the same or similar role).

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Lucan Baillie, (02) 5132 0519
Agency Recruitment Site	https://www.tga.gov.au/

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Agriculture, Water and the Environment

Vacancy VN-0763105

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 26 September 2025

Biosecurity Animal
Animal & Biological Imports Finance and Administration

Job Title	Branch Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3073
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Animal and Biological Imports Branch implements biosecurity policies to allow for the safe movement of animals, animal products (including aquatic animals and their products) and genetic material into Australia. The activities of the branch include responding to general client enquiries relating to the importation of goods and use of associated departmental systems, the provision of technical advice to staff, importers and stakeholders, development and publishing of import conditions, instructional material and other guidance material, and assessing import permit applications and issuing import permits.

The Finance and Administration section of Animal and Biological Imports Branch provides leadership and support within the branch for a range of finance (including procurement), coordination and human resource functions. The Department's organisational capabilities, financial management arrangements and more sustainable funding for biosecurity are all key priorities.

Duties

The Job

The successful candidate will need to enjoy working in a fast-paced and changing work environment, display strong personal drive and initiative, have sound judgement, and deliver quality work within tight deadlines.

The role will be responsible for but not limited to:

- coordinating and delivering recruitment services at the branch and divisional level (including reviewing duty statements, publishing vacancies, coordinating scribes, booking interviews and liaising with the department's recruitment, IT, payroll and security services teams to enable the onboarding of new starters),
- supporting the branch finance manager and executives with budget preparation, forecasts and reporting to ensure that expenditure is accurately recorded, reflects branch plans and remains within budget allocation,
- applying budget and resource management knowledge to help resolve finance, human resource, and procurement problems on a day-to-day basis,
- creating and modifying position numbers and paying invoices in TechnologyOne,
- ensuring branch-wide awareness of and compliance with relevant regulations including the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and the Biosecurity Act 2015,
- supporting the branch executive assistant to deliver administrative functions, including document coordination, reporting requirements and record keeping, booking travel and training, updating phone lists and asset registers and helping resolve branch property, IT, HR and WH&S issues,
- review business processes, work instructions, and support materials in a high workload area and identify opportunities for improvement,
- providing secretariat support and coordinating the planning, delivery and running of planning days, committees and other meetings,
- providing other general administrative support functions as required.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- Current experience with Microsoft Office software (Word, Excel, Outlook).
- Apply a sound knowledge of the PGPA Act, the Commonwealth Procurement Rules and associated polices to identify and offer solutions to short and medium-term business and budget related risks and exposures.
- Work with and apply best practice procurement.

- Experience with the department's TechnologyOne finance system

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Peta Wadsworth, 0478280703
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763126

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 03 October 2025

Strategy, Performance and Engagement
Communication and Media Media and Corporate Communication

Job Title	Head of Media and Corporate Communication
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$176,631 - $176,631
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 2
Position Number	2025/3194
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Strategy, Performance and Engagement Division** delivers strategic departmental services such as stakeholder engagement, governance, planning, reporting, risk management, media and communication, and crisis/emergency management. We provide support to the minister, executive and business areas through advice on portfolio strategy, including developing, embedding and driving the department's strategic purpose, objectives, priorities, vision and values. The Chief Strategy Officer leads the division, working across the department to embed and assure strategic capability, helping staff deliver our strategic priorities and to prepare for the future.

The **Communication and Media Branch** delivers integrated communication services to the department and our ministers' offices. We partner to achieve business objectives and outcomes through evidence-based, integrated communication and media services for industry, community and business.

The **'Head of Media and Corporate Communication'** will work closely with the Head of Strategic Communication, Design and Engagement ensuring joined up communication solutions across the branch. As a Senior Public Affairs Officer Grade Two, the position will have responsibility for management of at least three EL2/SPAO1 direct reports. This is a new leadership position in the

branch and will play a key role in implementing a new service delivery and operating model, advocating for change, and leading the strategic and cultural shifts needed to operationalise the changes.

Duties

The Job

We are seeking leaders who are comfortable with undertaking transformational change to build a high-performing, inclusive and positive team culture. The role requires strong media and communication skills, strategic insight, and the ability to manage high-pressure, sensitive situations. Having a background in media, social or digital media, corporate communication, and using data analytics in your communication planning, will be viewed favourably. Highly developed leadership skills, including experience in managing multidisciplinary teams within the communication discipline, will be required to ensure strategic oversight and delivery of communication efforts aligned to the department's policy and program priorities.

Key duties for this position include, but are not limited to:

- deliver contemporary communication and media strategies and activities, identifying reputational risks and ensuring timely mitigation to protect brand and reputation
- monitor emerging communication and media issues, trends, and sentiment relevant to government and departmental priorities, and using this data to inform communication activity
- advise the secretary and executive on organisational communication priorities aligned to emerging Government, political and corporate issues
- provide media and social media support to the ministers' offices and the department
- manage the operation of their teams, including overseeing the budget, procurement and all planning and reporting
- drive performance to achieve outcomes in a fast paced and challenging environment
- establish and maintain collaborative relationships with key stakeholders, including ministers' offices, senior executive, across government and all areas of the department
- contribute to the building and maintaining of a strong organisational and team culture.

Please note:

- This role may require work to be performed out-of-business hours and in response to a 24/7 media cycle and crisis communication
- The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated ability to lead a multidisciplinary team, prioritising projects and managing multiple tasks with competing priorities in a fast-paced work environment
- Demonstrated political and media acumen
- Extensive experience leading large media and communication teams, ideally in government or a similarly complex environment
- Demonstrated experience in building and maintaining constructive working relationships and partnering with stakeholders to achieve positive outcomes
- Demonstrated decision-making skills and a high level of effective professional judgment
- Strong leadership and staff management skills needed to build high performing teams
- Demonstrated ability to provide transparency and accountability for delivery through provision of data and analytics informed reporting
- Courage in leadership including the capacity to hold steady through challenges
- Business skills including demonstrated ability to manage budgets and performance reporting.

Mandatory qualifications

Relevant qualifications and/or equivalent experience in journalism, crisis communication and/or media.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Carmel Curran, 0408 680 945
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763162

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 05 October 2025

Biosecurity Operations
Cargo Operations South & Detector Dogs Detector Dog Capability

Job Title	Kennel Supervisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Perth WA
Salary	$84,794 - $93,020
Future Merit Locations	Brisbane, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	2025/3243
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Cargo Operations South and Detector Dogs (COS&DD) Branch delivers regulatory assessment and inspections of goods across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training and operations.

The Detector Dog Capability Section is responsible for the delivery of policy, technical training, operational capability support and general program support for the Biosecurity Detector Dog Program. The section works closely with Detector Dog Operations, and traveller, mail and cargo

pathway operations and policy teams, to optimise effectiveness and proficiency of the department's detector dog capability. The team is also responsible for dog and handler selection, training and verification, program policy and standards and canine welfare, kennelling and transport.

Duties

The Job

The Kennelling and Transport Team in the Detector Dog Capability Section is seeking to engage a Kennel Supervisor to play a key role in the management of national detector dog kennelling. This is a collaborative and hands-on role where you will contribute to the delivery of high-quality health and welfare outcomes for the department's detector dogs. We are seeking a motivated and proactive team member with a keen interest in the Detector Dog Program. The successful applicant will be a constructive contributor with a growth mindset - someone who is open to feedback, able to self-reflect, solve problems and lead and communicate with influence.

As a Kennel Supervisor, your primary duties will include:

• leading and supervising a team of kennel attendants (both in person and remotely) in the day-to-day operations of working dog kennels

• managing kennel attendant rostering to ensure adequate coverage is maintained

• developing, implementing and refining kennel processes to ensure optimal animal welfare outcomes for the department's detector dogs

• overseeing the management of husbandry logs and ensuring the health and safety of dogs

• overseeing daily kennel operations, ensuring cleanliness, safety and proper care for all dogs

• assisting in the development and implementation of fitness and enrichment programs to promote the physical and mental well-being of all dogs

• stock control, obtaining quotes and placing orders, collecting goods and reconciling expenses

• monitoring, reporting and actioning facility maintenance requirements

• negotiating and engaging with partner agencies located at shared facilities as well as external stakeholders

• the supervision of external contractors

• engaging with Biosecurity Detector Dog Handlers, Technical Supervisors, veterinary and animal rehabilitation staff and other government agency staff, as required

• providing support, as required, to the National Kennelling and Transport Manager.

Please note that this recruitment process will **initially be used to fill one vacancy in the section and that the role may be able to be performed from either of the locations listed above**. The

merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

We are looking for someone who:

• possesses direct experience in the housing and welfare of working dogs

• has experience leading and managing a team, including remotely

• possesses strong stakeholder engagement skills and experience

• has demonstrated experience handling and caring for working dogs in a kennel environment

• has a sound knowledge and understanding of canine behaviour and welfare needs

• has a passion for the welfare and enrichment of dogs

• possesses strong networking skills and experience.

Eligibility and other requirements

The successful applicant must:

• hold and maintain a valid motor vehicle licence and be capable of driving in accordance with Australian road laws

• note that this is a non-shift role that requires on-site attendance at the kennel facility

• note that the physical requirements of the role(s) involve a combination of outdoor and office-based work

• note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours

• wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy

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

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Clint Thomas, 0466 809 627
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763200

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 06 October 2025

Biosecurity Animal
Animal & Biological Imports Zoo, Aquatics and Companion Animals; Lab and Human Tissues; Food and Biologicals; Animal Feed and Bioremediation

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Gladstone QLD, Melbourne VIC, Mickleham VIC, Newcastle NSW, Perth WA, Sydney NSW, Townsville QLD
Salary	$95,438 - $108,360
Future Merit Locations	Adelaide, Brisbane, Cairns, Canberra, Darwin, Gladstone, Melbourne, Mickleham, Newcastle, Perth, Sydney, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3221
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

We are people of diverse skills and backgrounds, forming a critical part of Australia's national biosecurity system. We are science-based regulators, using evidence to inform our decisions and advise Australian government and industry. We provide a flexible, stable and rewarding workplace where cooperation and communication are at the forefront of everything we do. We are an inclusive, respectful workplace with a culture that encourages connections with colleagues and work-life balance. We enable and manage the safe trade in terrestrial and aquatic animals, reproductive materials and biological products. We protect, maintain and improve animal and marine health for Australia. Our work brings both opportunities and challenges by operating in an environment of changing biosecurity risks due to patterns of global trade, climate change and the emergence of new diseases, as well as trade, legal and regulatory risks.

We implement biosecurity policies to allow for the safe movement of animals, biological products (including goods for human consumption, animal feed, veterinary vaccines, veterinary therapeutic products) and genetic material into Australia. The activities of the branch include:

• assessing import permit applications and issuing import permits

• providing technical advice to departmental staff, importers and other stakeholders

• developing and publishing import conditions, instructional material and other guidance.

Duties

The Jobs

As a Policy Officer in the Animal and Biological Imports Branch, you will work with a dedicated group of officers who are committed to maintaining and improving Australia's biosecurity system. The successful applicants will need to enjoy working in fast-paced and changing work environments, display initiative, have sound judgement and deliver quality work within tight deadlines. The duties of the roles include:

• undertaking biosecurity regulatory functions under the Biosecurity Act 2015 including assessing import permit applications for animal, plant and biological products

• preparing and reviewing changes to the department's biosecurity import conditions database (BICON) and other online communications material

• providing sound technical biosecurity advice to importers, operational staff within the department and stakeholders associated with the import of animal, plant and biological products

• liaising with clients and other government agencies and providing complex and technical advice as necessary

• reviewing and updating technical instructional material

• reviewing business processes and identifying opportunities for improvement

• assisting with the preparation of briefings, reports and ministerial correspondence

• undertaking audits of overseas facilities (e.g. pet food and stockfeed manufacturers).

Please note that this recruitment process will initially be used to fill several ongoing vacancies across the Animal and Biological Imports Branch and that the roles may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future vacancies in the branch where the duties are of a similar nature.

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

Knowledge or previous experience in any of the following would be advantageous:

• Experience in Australia’s biosecurity system.

• Experience in a regulatory environment.

• Experience in conducting assessments and providing recommendations.

• Experience working in a relevant area of biological, agricultural, veterinary or environmental science.

• Working in busy technical and operational environments.

• Collating and analysing import data.

• Provision of responsive advice in a customer facing role.

• Knowledge of animal pests and diseases that may pose a biosecurity risk to Australia and controls applicable to their management.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Leah Hammond, Please use e-mail in the first instance.
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763270

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 October 2025

Biosecurity Operations
Cargo Operations West and Maritime Maritime Operations

Job Title	Program Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA
Salary	$84,794 - $93,020
Future Merit Locations	Adelaide
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	2025/3242
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

We deliver biosecurity and imported food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services

The **Cargo Operations West and Maritime Branch** conducts regulatory assessments and inspections of goods across the biosecurity continuum in WA, SA, and NT. Nationally, the branch manages regulatory import clearance functions for international vessels and defence activities, ensuring compliance with biosecurity, imported food, and human health requirements. Additionally, the branch supports the Biosecurity Operations Division through technical training, workplace coaching, and workforce management to strengthen operational effectiveness and manage biosecurity risks.

The **Maritime Operational Support Team** is dedicated to enhancing the operational efficiency and effectiveness of maritime activities. We are committed to driving continuous improvement across maritime operations to deliver excellence and strong biosecurity outcomes for Australia, our stakeholders and colleagues. Our services include the development and delivery of communication tools, comprehensive data and reporting, nationally coordinated training and verification, robust business support functions and leading projects to implement innovative solutions in maritime operations. The team also supports the oversight of work health and safety across maritime operations nationally and provides coordination and secretariat support for the Maritime Operations Work Health and Safety Committee.

Duties

The Job

The APS 5 Program Officer in the Maritime Operational Support Team contributes to the effective delivery of program initiatives and supports governance and operational activities to achieve outcomes aligned with the department’s corporate plan and Biosecurity Operations Division business plan. The successful candidate will demonstrate strong interpersonal, communication and organisational skills, with the ability to manage competing priorities and meet tight deadlines. Additionally, they must demonstrate sound judgement, analyse and interpret information from diverse sources, and take initiative to progress tasks through to completion with minimal supervision.

Duties may include but are not limited to:

- developing written and visual communications including newsletters, talking points and presentations,
- creating operational support material such as checklists, guidance documents and other tools to enhance operational effectiveness,
- coordinating the collation of information from internal stakeholders and refining content for executive briefings and other formal documentation,
- supporting governance activities including committee coordination and secretariat support,
- monitoring the team inbox and ensuring timely and appropriate responses to incoming correspondence,
- assisting with responses to data requests and contributing to the development and maintenance of Power BI reports to support effective program monitoring, performance tracking and informed decision-making,
- supporting continuous improvement initiatives by identifying and implementing opportunities to streamline and improve business processes,
- assisting with the coordination and implementation of maritime assurance activities by contributing to planning, tracking progress, preparing reports and maintaining relevant documentation,
- supporting Maritime Training Coordinator functions as required,
- building and maintaining positive working relationships with team members and internal stakeholders,
- upholding and modelling the APS Code of Conduct and Values and promoting a positive workplace culture,
- promoting and complying with departmental Work Health and Safety (WHS) and Rehabilitation policies and guidelines.

Eligibility

What we are looking for

Knowledge and experience

- Experience in preparing communication materials and other tools to support operational effectiveness.
- Experience using SharePoint to develop forms, manage lists and prepare newsletters.
- Sound knowledge of Microsoft 365 applications (including Excel, Word, PowerPoint and Teams) as well as familiarity with the Maritime and Aircraft Reporting System and the ability to quickly learn new IT systems.
- An understanding of the maritime biosecurity operational environment is highly desirable.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Fiona Pattison, 0412378361
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763300

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 01 October 2025

Biosecurity Animal
Animal & Biological Imports Biosecurity Import Support Team

Job Title	Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/3239
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

We are people of diverse skills and backgrounds, forming a critical part of Australia's national biosecurity system. We are science-based regulators, using evidence to inform our decisions and advise Australian government and industry. We provide a flexible, stable and rewarding workplace where cooperation and communication are at the forefront of everything we do. We are an inclusive, respectful workplace with a culture that encourages connections with colleagues and work-life balance. We enable and manage the safe trade in terrestrial and aquatic animals, reproductive materials and biological products. We protect, maintain and improve animal and marine health for Australia. Our work brings both opportunities and challenges by operating in an environment of changing biosecurity risks due to patterns of global trade, climate change and the emergence of new diseases, as well as trade, legal and regulatory risks.

We implement biosecurity policies to allow for the safe movement of animals, biological products (including goods for human consumption, animal feed, veterinary vaccines, veterinary therapeutic products) and genetic material into Australia. The activities of the branch include:

• assessing import permit applications and issuing import permits

• providing technical advice to departmental staff, importers and other stakeholders

• developing and publishing import conditions, instructional material and other guidance.

The Biosecurity Import Support Team (BIST) is a service delivery area and the central contact point for industry, the public and the department's import operations areas. BIST is responsible for administering biosecurity import permit applications, conducting non-technical permit assessments, and responding to general enquiries relating to the importation of goods and use of associated systems via phone and email. Note that to deliver effective client service, BIST has standard operating hours from 8:30am to 5:00pm Monday to Friday.

Duties

The Job

The Team Leader role is responsible for:

• supervising and managing the performance of a team of APS4 BIST Officers whilst supporting the management team in daily management tasks

• scheduling and workload management

• responding to escalated client enquiries, processing permit applications and conducting permit as assessments to allow for the safe movement of animals, animal products, plants, plant products and genetic material into Australia

• monitoring the team for any issues arising and offering timely assistance to the staff or management team involved to address issues, whilst providing exceptional customer service at all times

• supporting import permit, import condition and enquiry workflow by working in partnership with, and escalating matters to, import operation programs

• optimising the Biosecurity Import Conditions (BICON) database functionality by championing its use, mentoring/training others in its use, responding to content or user enquires and referring system or content matters to the Service Desk or the BICON Content team respectively

• reviewing processes to improve efficiency in a high workload area, including creating, reviewing and updating instructional material in support of team members

• representing the section and branch at meetings involving other areas of the department

• working collaboratively with other Team Leaders to support and implement the priorities of the branch.

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

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

Knowledge and/or experience in any of the following areas would be well regarded:

• An understanding of Australia's biosecurity system, biosecurity concepts and the ability to interpret and apply relevant policy and legislation in an operational context.

• Experience working in a fast-paced operational and regulatory environment.

• Experience providing responsive customer services and assisting clients to understand complex policies and procedures.

• Collating and analysing data.

• Experience supporting a team through change.

• A client service background and/or relevant experience working in the Australian biosecurity system.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Alisha French, 02 6272 65494
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763367

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 09 October 2025

Farm Resilience
FDF Strategy and Delivery FDF Strategic Policy

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Perth WA, Melbourne VIC
Salary	$124,861 - $134,295
Future Merit Locations	Sydney, Adelaide, Brisbane, Canberra, Darwin, Perth, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/2845
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Future Drought Fund Branch** has responsibility for up to $100 million per year to fund drought resilience activities. Its policy and program work spans:

• driving adoption of new drought resilient technologies and practices

• trialling and adopting land management practices that support landscape resilience

• helping farmers and regional bodies plan for drought

• making climate information accessible and useful

• building social capital to drive change and support resilient communities.

The **FDF Strategic Policy Section** guides the long-term strategic direction of the FDF through proactive policy development in line with the strategic objectives of the FDF Act, the Drought Resilience Funding Plan and broader departmental and government objectives. The team is responsible for the legislative and policy guiding framework that guides FDF spending which includes:

• developing the narrative and policy positions for the FDF

• assisting FDF program teams in understanding the FDF Act and Funding Plan requirements

• developing the FDF Investment Strategy

• coordinating the government's response to the PC Review

• liaising with other government agencies and within DAFF

• coordinating FDF (non-financial) input into department processes and whole of government processes including Budget and MYEFO

• engaging with external stakeholders

• FDF communications and engagement

• leading legislation reform processes.

Duties

The Job

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

• driving the delivery of policy and/or program initiatives, ensuring alignment with strategic objectives and government priorities

• leading and managing small teams or project groups, setting clear direction, supporting development and fostering a high-performing, inclusive and collaborative culture

• providing authoritative advice and preparing high-quality briefings, submissions and correspondence for senior executives and ministers

• coordinating and overseeing project planning, implementation and evaluation and ensuring milestones, risks and resources are effectively managed

• building and maintaining productive relationships with internal and external stakeholders, including across government, industry and community sectors

• providing secretariat services to support senior executives and internal and external committees

• contributing to strategic planning and governance activities including performance monitoring, reporting and continuous improvement

• exercising sound judgement and accountability in financial, contract and resource management

• promoting a collaborative, inclusive and high-performing team culture.

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

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

Successful applicants will be able to demonstrate the following knowledge or experience:

• Experience in policy development and/or program delivery.

• Demonstrated experience in stakeholder engagement and relationship management.

• Knowledge of drought, agriculture or climate resilience is desirable but not essential.

• Familiarity with government processes including Budget, Cabinet, and legislative reform is desirable but not essential.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Katrina Baxendell, 0478 270 968
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0763102

Administrative Review Tribunal

Closing Date:Sunday 05 October 2025

Financial Accounting & Reporting
Finance & Analytics Finance and Procurement

Job Title	Finance Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	$94,563 - $106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may be required to work onsite 2 days per week
Classification	APS Level 6
Position Number	40648
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Join our friendly and collaborative team as a Finance Manager!

Do you have experience in applying Australian Accounting Standards, Best Practice and Principles to daily financial tasks? Can you adapt to changing priorities and want to be part of a positive and supportive team? If so, this could be the opportunity for you!

This ongoing, full-time hybrid role can be located in Melbourne or Sydney.

About the opportunity:

Reporting to the Assistant Director, Financial Accounting and Reporting, you will manage a small team to ensure all daily finance transactions are processed in an accurate, efficient, and timely manner. You will provide support by reviewing month end journals and balance sheet reconciliations, provide financial reporting support and assist with solving issues within the group and identifying areas for improvement.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexitime and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%.
- salary packaging options.
- supportive career development opportunities.
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests.
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance and options to purchase leave.
- Employee Assistance Program for you and your family.
- positive and inclusive culture.

Read our Enterprise Agreement for more information about our terms and conditions of employment

Duties

- **Financial accounting:** Review all transactions at the end of each month before submitting to the Central Budget Management System (CBMS). Review month-end reconciliations, journals and asset registers. Contribute to the implementation and improvement of financial internal controls and systems within Financial Account Reporting (FAR), identifying and recommending potential operational efficiencies and improvements to business processes and procedures.

- **Financial reporting:** Ensure accurate, consistent, reliable, and timely management reporting, including monthly/quarterly financial reporting and assisting with annual financial statements. This includes all tax reporting (FBT and GST), monthly and year-end closure and rollover in SAP including some SAP system configuration and general maintenance changes.

- **Management support:** Support the Assistant Director by monitoring workloads and allocating work as needed to the team of Finance Officers responsible for processing banking, invoicing, MRD and G&OD refunds, travel and asset processes. Assist the Management Accounting Team in preparing the Annual Budget, MYEFO and Additional Estimates. Contribute to the development of team by providing ongoing coaching, guidance, and financial accounting advice to less experienced team members to ensure accurate and effective data entry and records management.

- **Stakeholder management:** Build and maintain productive, collaborative relationships with internal and external stakeholders at all levels. Provide sound and accurate advice and support to ensure compliance with relevant legislation, policies, guidelines, accounting standards and practices.

About you:

To be successful you will have:

- Demonstrated team leadership skills including modelling a commitment to the APS Values and Code of Conduct, problem solving, workload management, and ability to manage team performance.
- Excellent attention to detail and experience in ensuring accurate processing of all financial transactions.
- Knowledge of and experience in implementing accounting principles and practices, including relevant legislation, policies, and guidelines.
- Demonstrated experience in using financial systems (e.g. SAP, CBMS) and applications (e.g. Excel) to extract and analyse data.
- Highly developed verbal, written, and interpersonal communication skills ensuring a strong focus on customer service and achieving positive outcomes.
- Well-developed ability to build rapport and maintain relationships with internal and external clients and stakeholders.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Eligibility

Essential:

- A tertiary qualification in accounting/commerce or other related degree or equivalent combination of relevant training and experience.
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- CPA or CA, or extensive experience in meeting Australian Accounting Standards.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

Should you wish to discuss this position, please contact:

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Renato De Leon, 02 9726 5311
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763096

Attorney-General's Department

Closing Date:Monday 06 October 2025

Information
IT Engagement, Innovation & Support

Job Title	IT Service Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA
Salary	$77,517 - $84,166
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 4
Position Number	0292/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=C34C2B4C-86E1-5987-D375-E43533BED7A6

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

Duties

Employment Opportunity

Service Support Officers are based in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth. We are currently seeking to establish a merit list that may be used to fill future vacancies in any of our national offices. The IT Service Support team provides first and limited second level IT support to the Attorney-General's Department (AGD) and associated entities. IT Service Support Officers provide high quality support to staff of the department and Minister's office via email, phone and the service request portal. Support Officers must have great client service and problem-solving skills with good IT skills that can be developed in our environment.

Key responsibilities include:

- provide a superior client-focused information and technology support service to clients in all areas of the department and the Minister's office
- log, respond to, and resolve service requests, information requests, incidents, problems and requests for change from clients, using the Service Management tool
- install and configure supported software and hardware

- contribute to the implementation, maintenance and continual improvement of IT service processes, documentation and other procedures
- adhere to key performance indicators and ensure that service level standards are met
- IT asset management and stock control
- assist in setup of local IT facilities and meeting rooms
- assist staff with data transfer tasks
- provide technical advice and guidance on supported products and services
- contribute to a positive culture that values innovation and ideas
- may be required to travel or participate in an after-hours support and on-call services roster.

How you can help us make a difference

We seek people who bring fresh ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will be strong communicators, have excellent client service skills, display leadership at all levels, apply information effectively to solve problems, and work collaboratively to achieve outcomes.

Key qualities required of the role:

- demonstrated experience in the provision of support services in a busy and complex environment
- demonstrated expertise, or ability to develop expertise, across a range of different IT applications
- high-level client service skills, with the ability to deal sensitively with staff in high pressure situations and demonstrate discretion
- well-developed and demonstrated problem-solving skills and the ability to logically work through issues
- ability to listen and communicate effectively with a wide range of stakeholders, and positively represent Information Division
- display sound judgment in responding effectively to stakeholder needs, including demonstrated attention to detail
- manage own time effectively to accomplish tasks and monitor task completion against milestones
- effectively prioritise work in line with team, divisional, and departmental objectives
- take responsibility for seeing own work tasks through to completion and work effectively as part of a high-performing team
- familiarity with the APS Values and Code of Conduct and a commitment to uphold these at all times in the workplace.

Eligibility

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

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at the Negative Vetting 1 level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

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

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

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	Peter McGellin, (03) 9242 1200
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C34C2B4C-86E1-5987-D375-E43533E

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Attorney-General's

Vacancy VN-0763101

Attorney-General's Department

Closing Date:Monday 06 October 2025

Information
IT Engagement, Innovation & Support

Job Title	IT Service Support Officer - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Canberra ACT, Melbourne VIC, Sydney NSW, Adelaide SA, Brisbane QLD
Salary	$77,517 - $84,166
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 4
Position Number	0295/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=6797343D-54AE-DD1D-46BA-E43534417CD3

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

Duties

Employment Opportunity

Service Support Officers are based in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth. We are currently seeking to establish a merit list that may be used to fill future vacancies in any of our national offices. The IT Service Support team provides first and limited second level IT support to the Attorney-General's Department (AGD) and associated entities. IT Service Support Officers provide high quality support to staff of the department and Minister's office via email, phone and the service request portal. Support Officers must have great client service and problem-solving skills with good IT skills that can be developed in our environment.

Key responsibilities include:

- provide a superior client-focused information and technology support service to clients in all areas of the department and the Minister's office
- log, respond to, and resolve service requests, information requests, incidents, problems and requests for change from clients, using the Service Management tool
- install and configure supported software and hardware
- contribute to the implementation, maintenance and continual improvement of IT service processes, documentation and other procedures
- adhere to key performance indicators and ensure that service level standards are met
- IT asset management and stock control
- assist in setup of local IT facilities and meeting rooms
- assist staff with data transfer tasks
- provide technical advice and guidance on supported products and services
- contribute to a positive culture that values innovation and ideas
- may be required to travel or participate in an after-hours support and on-call services roster.

How you can help us make a difference

We seek people who bring fresh ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will be strong communicators, have excellent client service skills, display leadership at all levels, apply information effectively to solve problems, and work collaboratively to achieve outcomes.

Key qualities required of the role:

- demonstrated experience in the provision of support services in a busy and complex environment
- demonstrated expertise, or ability to develop expertise, across a range of different IT applications
- high-level client service skills, with the ability to deal sensitively with staff in high pressure situations and demonstrate discretion
- well-developed and demonstrated problem-solving skills and the ability to logically work through issues
- ability to listen and communicate effectively with a wide range of stakeholders, and positively represent Information Division
- display sound judgment in responding effectively to stakeholder needs, including demonstrated attention to detail
- manage own time effectively to accomplish tasks and monitor task completion against milestones
- effectively prioritise work in line with team, divisional, and departmental objectives
- take responsibility for seeing own work tasks through to completion and work effectively as part of a high-performing team
- familiarity with the APS Values and Code of Conduct and a commitment to uphold these at all times in the workplace.

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.

The Affirmative Measures (Indigenous) process is only open to Aboriginal or Torres Strait Islander people who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022. To be eligible to apply for this role, you must:

- be of Aboriginal or Torres Strait Islander descent and/or identify as Aboriginal or Torres Strait Islander
- be accepted by community as being Aboriginal or Torres Strait Islander.

Confirmation of Aboriginal or Torres Strait Islander heritage will only be required from candidates who are found suitable at the end of the process. The department will consider allowances in some circumstances, however evidence of Aboriginal or Torres Strait Islander status is likely to include the following:

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

Note: The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the onboarding process.

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments hr.assist@ag.gov.auor 02 6141 6111 (Option 2).

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

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

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

About the Attorney-General's Department

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To Apply

Position Contact	Peter McGellin, (03) 9242 1200
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=6797343D-54AE-DD1D-46BA-E43534

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Attorney-General’s

Vacancy VN-0763119

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 05 October 2025

Intelligence & Information Systems
Chief Information Officer Corporate

Job Title	Application Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$90,199 - $101,745
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6212_09/25_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Application Support Officer is a key member of the Enterprise and Enabling Systems team, responsible for the management and sustainment of ACIC's enterprise systems classified up to PROTECTED. These systems include both bespoke solutions and Commercial Off-The-Shelf (COTS) products.

Working under broad direction, the officer collaborates with stakeholders across the Agency to support the delivery of ACIC's strategic objectives. The role involves identifying opportunities for continuous improvement, and developing and maintaining processes, standard operating procedures, and technical documentation to ensure the effective operation of supported applications.

Duties

The Support officer also holds contract management responsibilities, including instructing managed service providers, ensuring the security and integrity of applications, and consulting with external vendors. They contribute to ICT project work and support a range of enterprise applications, including:

- Atlassian Suite (Confluence, Jira, Crowd)
- LEX Australia
- SmartIQ / Intelledox

- Content Manager
- TM1
- SAP
- Accentre / E-Recruit
- GovCMS and Drupal
- ServiceNow

As an Application Support Officer, you will:

- Support, maintain, administer and enhance ACIC’s enterprise systems.
- Demonstrate a proactive approach to learning new technologies, including a willingness to develop skills in JavaScript or TypeScript.
- Contribute to ICT projects and work packages, providing technical advice and ensuring compliance with relevant legislation, whole-of-government procedures, policies, and frameworks particularly the Essential Eight strategies for cyber threat mitigation.
- Liaise with stakeholders to manage Level 2 and Level 3 BAU incidents, assisting in the rapid restoration of services and managing defects and enhancements across product lines.
- Communicate with vendors and suppliers to resolve technical issues and software bugs.
- Assist with User Acceptance Testing (UAT) activities.
- Support the management of service contracts, including implementation of new systems, major upgrades, and security patching.
- Develop and maintain application support processes and standard procedure documents
- Develop and maintain productive relationships with ICT teams and stakeholders.

Desirable skills and experience

- Tertiary ICT qualifications or equivalent/demonstrated experience are highly regarded.

YOUR SKILLS AND CAPABILITIES

We invite applications from people with the following experience, skills and attributes:

- Demonstrated expertise in implementing and maintaining software systems, with a solid understanding of ICT technical domains, industry practices, and procedures aligned with the systems development life cycle.
- Highly organised and detail-oriented, with proven ability to manage multiple priorities, meet deadlines, and adapt to shifting demands both independently and within cross-functional teams.
- Strong interpersonal and communication skills, with the ability to engage effectively with internal and external stakeholders, foster collaborative relationships, and promote open information sharing and constructive feedback.
- Self-motivated and accountable, consistently taking ownership of tasks and driving work forward to achieve objectives.
- Analytical and solution-focused, applying critical thinking and problem-solving capabilities to identify practical, actionable solutions to complex business and technical challenges.

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.

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More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

Notes

About the Australian Criminal Intelligence Commission (ACIC)

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To Apply

Position Contact	Tara, 08 8217 6372
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763218

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Tuesday 07 October 2025

Chief Operating Officer
Policing Information and Checking Services National Police Checking Service

Job Title	Support Officers, National Police Checking Service
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,250 - $83,878
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 4
Position Number	6222_09/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

Support Officers in the National Police Checking Service (NPCS or the Service) are required to support the delivery of the Service by providing timely and accurate customer support to our key stakeholders, including police partner agencies, government and non-government organisations as well as members of the general public. The role requires candidates who have strong customer service and communication skills, as well as the ability to develop and maintain productive working relationships.

Support Officer positions are available in the below NPCS teams.

Duties

Accreditation and Audit

The Accreditation and Audit team is responsible for assessing applications from organisations seeking to become accredited with the ACIC for the purposes of submitting Nationally Coordinated Criminal History Checks, as well as managing the contract between Accredited Bodies and the ACIC. The team is also responsible for delivering the NPCS Assurance Program to ensure that Accredited Bodies are meeting their contractual obligations in accessing and using the Service.

Service Delivery

The Service Delivery team is responsible for providing timely operational and customer support to Police Partner Agencies, Accredited Bodies and members of the general public for queries received via email and by telephone. This team is also responsible for stakeholder engagement for the NPCS.

Service Reporting

The Service Reporting team is responsible for managing technical queries relating to the service from Police Partner Agencies and Accredited Bodies. The team manages the reporting functions for the Service, which includes providing data to stakeholders regarding check volumes, revenue and other statistical information relating to the Service.

Governance and Coordination

The Governance and Coordination team is responsible for the provision of high-quality written communication and developing strategies and plans for communication, engagement and collaboration, to create improved value for the Service. The team ensures that critical aspects of the Service meet emerging Government priorities, which benefit the community and national security.

YOUR SKILLS AND CAPABILITIES

We invite applications from people with the following experience, skills and attributes:

- A willingness to build rapport and maintain internal relationships with our stakeholders to support the National Police Checking Service;
- Ability to draft correspondence using agreed formats and structured guidelines;
- Experience in performing research and analysis activities and report on findings;
- A general knowledge of the importance of working with sensitive information in an environment where accuracy is of high importance;
- Demonstrated experience in Microsoft applications and the ability to quickly learn new IT systems and applications.

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.

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To Apply

Position Contact	Nicole, 02 6268 7883
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763221

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Tuesday 07 October 2025

Chief Operating Officer
Policing Information and Checking Services National Police Checking Service

Job Title	Advisors, National Police Checking Service
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$85,534 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 5
Position Number	6224_09/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

Advisors in the National Police Checking Service (NPCS or the Service) will be required to support and drive ongoing improvements in the Branch, whilst managing complex issues and providing input that contributes to the strategic direction of the Service. In addition, NPCS Advisors may be required to provide advice in identifying, monitoring and verifying the performance of Accredited Bodies to ensure compliance with their contractual obligations and minimise risk to the Service.

Advisor positions are available in the below NPCS teams.

Duties

Accreditation and Audit

The Accreditation and Audit team is responsible for assessing applications from organisations seeking to become accredited with the ACIC for the purposes of submitting Nationally Coordinated Criminal History Checks, as well as managing the contract between Accredited Bodies and the ACIC. The team is also responsible for delivering the NPCS Assurance Program to ensure that Accredited Bodies are meeting their contractual obligations in accessing and using the Service.

Service Delivery

The Service Delivery team is responsible for providing timely operational and customer support to Police Partner Agencies, Accredited Bodies and members of the general public for queries received via email and by telephone. This team is also responsible for stakeholder engagement for the NPCS.

Governance and Coordination

The Governance and Coordination team is responsible for the provision of high-quality written communication and developing strategies and plans for communication, engagement and collaboration, to create improved value for the Service. The team ensures that critical aspects of the Service meet emerging Government priorities, which benefit the community and national security.

YOUR SKILLS AND CAPABILITIES

We invite applications from people with the following experience, skills and attributes:

- Developed ability to draft high quality written documentation, targeted at a variety of audiences. This includes an ability to:
  - draft and deliver high-quality communication products including communication strategies, web and intranet content, newsletters, guidance material and other ad hoc communication; and/or
  - draft high-quality responses to broad-ranging enquiries from internal and external stakeholders alike; and/or
  - prepare correspondence, reports, briefs and communication material for internal and external stakeholders.
- Manages moderate to complex enquiries, cases and issues, and escalates issues as needed;
- Fosters positive working relationships with a wide range of stakeholders;
- Demonstrates a high level of attention to detail and accuracy in their work, with good organisational skills, including the ability to prioritise to meet deadlines and goals set by senior management;
- Understands and supports the ACIC’s strategic direction, vision and purpose;
- Has a demonstrated ability to work with sensitive data including police and personal information, whilst maintaining privacy;
- Has the knowledge or skills to interpret and apply legislation, contractual guidelines, policy and government standards to support business processes.

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

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To Apply

Position Contact	Lilly, 02 6268 7372
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763285

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 15 October 2025

Chief Operating Officer
Corporate, Governance and Communication Finance and Enterprise Support

Job Title	Management Accountant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6231_09/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

The Management Accountant in the Finance Business Partner section oversees financial governance and strategic management for Intelligence Group. The Management Accountant assists the Assistant Director with budget development, forecasting, managing internal budgets and monthly reporting.

Duties

- Deliver/prepare monthly financial reports with year-to-date, full year financials, the inclusion of key issues and variance commentary to guide decision making
- Meet with budget holders on a monthly basis to provide a financial update on how the business area is tracking against budget
- Work with each budget holder on a monthly basis, to complete a forecast until the end of financial year
- Work in conjunction with internal stakeholders in the development of the initial Budget and updates in the Mid-Year Review process
- Provide ad-hoc support including but not limited to financial corrections, accruals and journals, project related support such as exception reports, provision of various financial reports and general financial queries

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Well-developed organisation skills, strong attention to detail and a sound analytical ability
- Demonstrated experience in working on financials, spreadsheets and financial applications/software
- Is a team player with strong verbal and written communication skills
- The ability to foster relationships in order to deliver high quality advice and support to stakeholders that may include Senior Executive
- Relevant experience in government financial processes, administrative tasks and/or contract management will be highly regarded

Desirable skills and experience

- Sound knowledge of the Australian Government financial framework, principles, policies and practices
- Accounting diploma/degree qualification or similar discipline (highly desirable)
- Professional memberships or working towards attaining CPA or CA (would be advantageous but not essential)

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

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More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

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To Apply

Position Contact	Winnie, 0499 216 950
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763288

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 15 October 2025

Chief Operating Officer
Corporate, Governance and Communication Finance and Enterprise Support

Job Title	Assistant Director, Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$117,662 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6232_09/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

As an Assistant Director, Finance you will play a pivotal part in the Agency's delivery of a future Enterprise Resource Planning (ERP) system. You will work closely with the project management team to ensure the systems acquired are fit for purpose, to manage the Agency's finances and will also lead in systems transition, system administration and business and process mapping.

Duties

- Meet with Finance Stakeholders, document their business requirements and prepare business process maps
- Represent the Branch at project meetings and provide guidance to the financial requirement for the procurement
- Use your sound finance and systems knowledge to ensure the end product is fit for purpose
- Investigate and document the risks of the proposed system
- Lead in systems integration and transition and provide relevant documentation
- Provide ad-hoc support including but not limited to financial corrections, accruals and journals, project related support such as exception reports, provision of various financial reports and general financial queries.

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Excellent organisation skills with strong attention to detail
- Well-developed analytical skills and the ability to use a positive and proactive approach to problem solving
- Establish and foster relationships in order to deliver high quality advice and support to stakeholders that may include Senior Executive
- Demonstrated supervisory and leadership skills

Desirable skills and experience

- Sound knowledge of the Australian Government financial framework, principles, policies and practices
- Accounting diploma/degree qualification or similar discipline (highly desirable)
- Demonstrated experience in working on different financial applications/software.

Eligibility

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Notes

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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.

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To Apply

Position Contact	Winnie, 0499 216 950
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763294

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 08 October 2025

Chief Operating Officer
Corporate, Governance and Communication People

Job Title	HR Officers, People Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	$77,250 - $83,878
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 4
Position Number	6241_09/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

HR Officers are critical in supporting the ACIC and its people, from delivering on attraction, recruitment and retention strategies, to supporting employees and managers in relation to entitlements or wellbeing. HR Officers support the design, delivery and implementation of strategies which contribute to organisational goals and priorities, or those which support staff and managers.

People Branch is seeking motivated and driven individuals to fill current and future vacancies across the following sections:

- Workforce Strategy
- People Services and Safety
- Workplace Relations and Learning
- Intelligence Training

We have vacancies now, but we are also building a talent pipeline to fill vacancies as they arise over the next 18 months. Candidates are encouraged to outline their skills, experience and capabilities in relation to specific or multiple functions.

For further information on the sections and their specific functions, please refer to the candidate information kit on our website.

Duties

- Provide timely and accurate advice to employees and managers on HR policies, procedures and processes
- Maintain HR records and systems, ensuring data integrity, confidentiality and compliance with APS policies and legislation
- Prepare reports, briefing material and correspondence
- Undertake general administrative duties to support the effective operation of the People branch

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Strong organisational skills with the ability to manage competing priorities
- Sound written and verbal communication skills, including the ability to work collaboratively and provide customer-focused service
- Ability to interpret and apply legislation, policy and guidelines in a practical workplace context
- Proficiency in Microsoft Office and HR information systems (e.g. Aurion, SAP or similar)

Desirable skills and experience

- Previous experience in an administration and/or HR role
- Qualifications in Human Resources, Business Administration or a related field

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

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To Apply

Position Contact	Recruitment, recruitment@acic.gov.au
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763302

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 08 October 2025

Chief Operating Officer
Corporate, Governance and Communication People

Job Title	HR Advisors | HR Managers, People Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	$85,534 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 5;APS Level 6
Position Number	6209_09/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

HR Advisors and HR Managers drive the design, delivery and implementation of strategies which contribute to organisational goals and priorities, or those which support staff and managers.

People Branch is seeking motivated and experienced HR professionals to fill current and future vacancies across the following sections:

- Workforce Strategy
- People Services and Safety
- Workplace Relations and Learning
- Intelligence Training

We have vacancies now, but we are also building a talent pipeline to fill vacancies as they arise over the next 18 months. Candidates are encouraged to outline their skills, experience and capabilities in relation to specific or multiple functions.

For further information on the sections and their specific functions, please refer to the candidate information kit on our website.

Duties

As an APSS5 HR Advisor, you will:

- provide high-quality, efficient and accurate administrative support and services to stakeholders on a range of HR-related functions
- build and maintain productive working relationships with internal and external stakeholders
- identify opportunities for process improvement initiatives and workflows which reflect innovative and forward leaning HR practices
- support the management of complex people cases with expertise, sensitivity and discretion

As an APS6 HR Manager, you will:

- provide specialist advice and services to stakeholders on a range of HR-related functions, in relation to industrial instruments, relevant legislation and policies
- lead the development of HR policies and procedures that meet legislative and agency requirements
- lead the implementation of process improvement initiatives and workflows which reflect innovative and forward leaning HR practices
- manage complex people cases with expertise, sensitivity and discretion.

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

APS5 HR Advisor

- Demonstrated experience providing advice and support across a range of functions in a HR role (or similar)
- Effective written and verbal communication skills, with an ability to build and maintain relationships with stakeholders, acting with professionalism and integrity
- Demonstrated ability to multi-task and manage a high volume of work and competing priorities
- Ability to interpret and apply policy and legislation to routine and moderately complex workforce issues

APS6 HR Manager

- Ability to identify process improvement and contribute to policy development, reflecting innovative and forward leaning HR practices
- Proven capacity to manage competing priorities and deliver results within deadlines
- Strong verbal and written communication skills, with the ability to influence outcomes
- Demonstrated ability to exercise initiative and sound judgement on complex or sensitive workforce issues
- Demonstrated experience in mentoring or supervising staff members

Desirable skills and experience

- Tertiary qualifications in Human Resources and SAP HR system experience
- Previous experience in a HR role within the APS or similar environment

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.

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To Apply

Position Contact	Recruitment, Recruitment@acic.gov.au
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763304

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 08 October 2025

Chief Operating Officer
Corporate, Governance and Communication People

Job Title	Assistant Directors, People Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	$117,662 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6211_09/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

Assistant Directors within People Branch are responsible for delivering high-quality HR advice and initiatives that directly support ACIC's operational effectiveness. You will play a critical role in ensuring ACIC has a capable, high-performing and resilient workforce to meet agency challenges. You will lead teams, manage projects and provide expert advice that influences ACIC's workforce plan and organisational culture.

People Branch is seeking motivated and experienced HR professionals to join our dynamic teams, across the below sections:

- Workforce Strategy
- People Services and Safety
- Workplace Relations and Learning
- Intelligence Training

We have vacancies now, but we are also building a talent pipeline to fill vacancies as they arise over the next 18 months. Candidates are encouraged to outline their skills, experience and capabilities in relation to specific or multiple functions.

For further information on the sections and their specific functions, please refer to the candidate information kit on our website.

Duties

- be a trusted adviser to senior executives on complex workforce issues including, but not limited to, performance, workplace relations and safety
- interpret and provide accurate specialist advice and support to line managers and employees on HR policies and procedures
- lead the development and delivery of HR initiatives that strengthen the agency's resilience and readiness
- build and sustain relationships across the agency and with external stakeholders to deliver workforce solutions
- mentor and develop staff, contributing to the future leadership capability
- contribute to a positive workplace culture, embedding ACIC and APS values

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Outstanding leadership skills and an ability to build and maintain professional relationships and collaborate across teams to achieve results
- Ability to lead projects and change in a proactive, positive and dynamic way to resolve challenging HR issues
- Experience in identifying issues, developing solutions and providing quality HR advice, service and strategy
- Excellent verbal and written communication skills, with the ability to adapt messaging according to target audiences including Senior Executives
- Sense of curiosity and an ability to think laterally and problem solve, while managing risk

Desirable skills and experience

- Demonstrated experience in HR management, workforce planning, workplace relations and/or employment frameworks
- Experience in change management and workforce transformation

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

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Attorney-General's

Vacancy VN-0763305

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 08 October 2025

Chief Operating Officer
Corporate, Governance and Communication People

Job Title	Senior Advisor, Analytical Training
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS
Salary	$117,662 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6242_09/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

The Senior Advisor, Analytical Training is responsible for using their subject matter expertise in the design, delivery and evaluation of training programs that develop the analytical tradecraft, critical thinking and professional capability of intelligence analysts. The role requires strong expertise in intelligence analysis, contemporary training methodologies and the ability to apply operational priorities into tailored learning solutions.

You will contribute to the ACIC's capability by ensuring analysts have the skills, tools and professional development opportunities required to deliver high-quality intelligence outcomes.

Duties

- provide high-level advice on analytical training and workforce capability development to senior leaders
- use your subject matter expertise in the design, delivery and evaluation of specialist training in intelligence analysis, including structured analytic techniques, critical thinking and reporting
- work in a small team of training professionals, fostering a culture of collaboration, innovation and continuous improvement
- work with operational areas to identify training needs and ensure learning solutions align with agency priorities
- partner with other agencies and intelligence partners to share best practice and develop joint training initiatives
- be willing to undertake regular interstate travel to deliver specialist training courses

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Demonstrated experience as an intelligence analyst, with strong knowledge of analytical tradecraft and methodologies
- Proven ability to design and deliver training or professional development programs in a complex or classified environment
- Strong stakeholder engagement skills, with the ability to influence and collaborate with operational leaders and partner agencies
- Excellent written and verbal communication skills, with the ability to adapt to diverse audiences
- Ability to apply sound judgement, strategic thinking and critical analysis capability

Desirable skills and experience

- Understanding of data analytics, open-source intelligence (OSINT) or emerging technologies relevant to intelligence training
- Experience with adult learning principles, instructional design and digital training platforms
- Certificate IV in Training and Assessment (or the ability and willingness to obtain within 12 months)

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.

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To Apply

Position Contact	Ming, 03 8636 7165
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763037

Australian Federal Police

Closing Date:Tuesday 31 March 2026

Job Title	Register of Interest - Cloud Engineers (Azure or AWS)
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	$127,101 - $138,349
Future Merit Locations	Canberra, Hobart, Sydney, Brisbane, Adelaide, Melbourne, Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	On Site and Work From Home Arrangements
Classification	Executive Level 1
Position Number	15272
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15272/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down

- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Cloud Services Team within the Chief Information Officer (CIO) Command is responsible for the delivery and maintenance of a range of cloud capabilities that directly supports collaboration across the organisation, delivers cloud based solutions to support operational and business outcomes. The team is a multi-disciplinary team focused on delivering business value and continuous improvement by leveraging innovative cloud based solutions. There are currently opportunities to support public cloud platforms Azure and AWS.

Job opportunities will be available Australia wide, however some travel maybe required. Successful candidate will be able to work from the closest AFP headquarters in the respective state/territory, and will have reporting timelines to management located in Canberra.

Successful applicants will be required to develop an in-depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisation's reputation to effectively manage operations.

As a Team Leader in the AFP you will play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, it is expected that you will deliver on the core responsibilities and meet any requirements of the position as outlined below. You will also 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.

Roles and responsibilities of the team include:

- Driving an Automation first approach, developing and documenting best practices and strategies for platform maintenance and application deployment in a hybrid cloud environment

- Maintains and supports the AFP’s virtualisation platform built on VMware VCF.
- Troubleshoot incidents, identify root cause, fix and document problems, and implement preventive measures
- Employ exceptional problem-solving skills, with the ability to see and solve issues before they affect business productivity
- Collaborating across multiple teams within CIO and the business to evaluate and identify optimal cloud solutions.
- Managing cloud environments in accordance with Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).
- Maintenance and enhancement of platform architecture and sustainment of Public PROTECTED Cloud environments such as Microsoft Azure and/or Amazon Web Services

What will you do?

- Manage and administer Azure and or AWS cloud environments, including provisioning, configuration, performance monitoring, policy governance and security
- Develop, and implement highly available, multi-region solutions within Microsoft Azure and or AWS
- Assist in migrating existing services to cloud-based solutions
- Monitor the performance of cloud systems, identifying optimisation opportunities.
- Investigate and troubleshoot issues related to cloud infrastructure, promptly resolving any identified issues.
- Implement, configure and document cloud solutions using Infrastructure-as-Code (IaC) and Continuous Integration/Continuous Delivery (CI/CD) tool sets and practices
- Support cloud adoption of applications as they are being transformed and/or modernised

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Relevant formal qualifications from a recognised tertiary institution or demonstrated equivalent skills and experience.
- Demonstrated experience with Microsoft Azure and or AWS Cloud Platforms.
- Understanding of automation frameworks and tools such as Ansible and Terraform
- Understanding of governance frameworks and principles in a cloud environment

Desirable Requirements

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

- Microsoft Azure and/or Amazon Web Services certifications

Notes

- Job opportunities will be available Australia wide, however some travel maybe required.
- Successful candidate will be able to work from the closest AFP headquarters in the respective state/territory, and will have reporting timelines to management located in Canberra.
- This role is an AFP Band level 8.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Caroline Thlang, 02 5126 5418
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15272/

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Attorney-General’s

Vacancy VN-0763046

Australian Federal Police

Closing Date:Friday 27 February 2026

Job Title	Register of Interest - Cloud Engineers (VMware)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$127,101 - $138,348
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	On Site and Work from Home Arrangements
Classification	Executive Level 1
Position Number	15273
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15273/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Cloud Services Team within the Chief Information Officer (CIO) Command is responsible for the delivery and maintenance of a range of cloud capabilities that directly supports collaboration across the organisation, delivers cloud-based solutions to support operational and business outcomes. The team is a multi-disciplinary team focused on delivering business value and continuous improvement by leveraging innovative cloud-based solutions. There are currently opportunities to support VMware for specialist systems.

Job opportunities will be available Australia wide, however some travel will be required to Canberra. Successful candidate will be able to work from Canberra or the closest AFP headquarters in the respective state/territory and will have reporting timelines to management located in Canberra.

Successful applicants will be required to develop an in-depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisation's reputation to effectively manage operations.

As a Team Leader in the AFP you will play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, it is expected that you will deliver on the core responsibilities and meet any requirements of the position as outlined below. You will also 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.

Roles and Responsibilities of the Cloud Services team include:

- Driving an Automation first approach, developing and documenting best practices and strategies for platform maintenance and application deployment in a hybrid cloud environment

- Maintains and supports the AFP’s virtualisation platform built on VMware VCF.
- Support Specialist Systems run on VMware.
- Troubleshoot incidents, identify root cause, fix and document problems, and implement preventive measures
- Employ exceptional problem-solving skills, with the ability to see and solve issues before they affect business productivity
- Collaborating across multiple teams within CIO and the business to evaluate and identify optimal cloud solutions.
- Managing cloud environments in accordance with Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).
- Maintenance and enhancement of platform architecture and sustainment of Public PROTECTED Cloud environments such as Microsoft Azure and/or Amazon Web Services.

What will you do?

- Maintain and Support AFP’s VMware environment.
- Upgrade platform as required including onboarding of new workloads
- Monitor the performance of cloud systems, capacity management and identifying optimisation opportunities.
- Investigate and troubleshoot issues related to cloud infrastructure, promptly resolving any identified issues.
- Configure and document cloud solutions through the use of Infrastructure-as-Code (IaC) and Continuous Integration/Continuous Delivery (CI/CD) tool sets and practices
- Support cloud adoption of applications as they are being transformed and/or modernised

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Relevant formal qualifications from a recognised tertiary institution or demonstrated equivalent skills and experience
- Experience in implementation and or administration of VMware VCF technologies, including Aria Automation/Operations, vSphere & VSAN
- Understanding of automation frameworks and tools such as Ansible
- Understanding of governance frameworks and principles in a cloud environment

Desirable Requirements

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

- Canberra based

- VMware certifications
- Experience in developing Aria Operations dashboards or other industry equivalents to provide observability of infrastructure and application services
- Linux foundational knowledge

Notes

- This position is an AFP Band 8 level.
- Job opportunities will be available Australia wide, however some travel will be required to Canberra.
- Successful candidate will be able to work from Canberra or the closest AFP headquarters in the respective state/territory and will have reporting timelines to management located in Canberra.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Caroline Thlang, 0251265418
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15273/

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Attorney-General’s

Vacancy VN-0763117

Australian Federal Police

Closing Date:Monday 06 October 2025

Job Title	Linux/OpenShift Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Hobart TAS, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	$127,101 - $138,349
Future Merit Locations	Canberra, Hobart, Sydney, Darwin, Brisbane, Adelaide, Melbourne, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1;Executive Level 2
Position Number	15211
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15211/

Did you know?

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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
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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Chief Information Officer (CIO) Command is a trusted frontline partner that enables policing through problem solving and technical expertise and excellence. The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security and infrastructure that underpin AFP activities. The CIO Command aims to be a highly collaborative, innovative, reliable and trusted enabler across the AFP. The products and services delivered are user focused, secure and fit for purpose, while supported by a highly skilled, agile and resilient workforce. Within the CIO Command, the Chief Technology Officer branch currently has a vacancy for an OpenShift Engineer at the Band 8 level, residing in the Cloud Services Team.

The Cloud Services Team is responsible for the delivery and maintenance of a range of cloud capabilities that directly supports collaboration across the organisation, delivering cloud based solutions to support operational and business outcomes. The team is a multi-disciplinary team focused on delivering business value and continuous improvement by leveraging innovative cloud based solutions.

Applications are sought from suitably qualified applicants wishing to be considered for the role of OpenShift Engineer to support the OpenShift Container Platform in a multi-cluster environment across on-premises and cloud deployments.

Job opportunities will be available Australia wide; however, some travel may be required for this role. Successful applicants will be able to work from the closest AFP headquarters in their respective state/territory and will report into management located in Canberra.

Successful applicants will be required to develop an in-depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisation's reputation to effectively manage operations.

What will you do?

- Provide high level technical support of the OpenShift Container Platform in a multi-cluster environment across on-premises and cloud deployments.
- Monitor performance, maintain, and secure the platform, applying fixes/patches and updates as required.
- Developing and implementing security policies, ensuring compliance of the clusters with the Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).
- Collaborate across multiple internal and business teams, providing advice and support utilising a GitOps approach for deployments into the platform.
- Troubleshoot and fix platform incidents/deployment issues, identifying root cause, and developing documentation to assist with improving the platform/processes.
- Research and identify opportunities/improvements that can be made to enhance platform capability.
- Develop policies and procedures, create detailed technical documentation for team use and knowledge transfer (build/configuration documents, operational handovers, Standard Operating Procedures (SOPs).
- Occasionally assist with administration and support of the Red Hat Enterprise Linux fleet.
- Support formal change management processes, including occasional after-hours work.
- Maintain skills and participate in relevant professional development.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum of 5 years' experience in Linux administration.
- 3+ years experience in the design, deployment, and maintenance of secure Red Hat OpenShift/Kubernetes clusters both on-premises and in cloud.
- Knowledge and experience with Red Hat Advanced Cluster Management, Advanced Cluster Security, Infrastructure-as-Code using Git and ArgoCD.
- Proven ability to liaise with stakeholders and attend client meetings and technical forums.
- Strong understanding of cloud security best practices e.g. Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).

Desirable Requirements

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

- Knowledge and experience with Terraform, CI/CD pipelines, Helm, Keycloak, GPU accelerated workloads.
- Knowledge and experience integrating Kubernetes clusters with VMWare vSphere, Infoblox, F5 BIG-IP, Dell EMC Isilon, IBM QRadar.
- Knowledge and experience with VMWare vSphere, Red Hat OpenShift Virtualization.
- Experience with Red Hat Ansible Automation Platform, Satellite, Nagios, and Identity Manager.

- Red Hat qualifications and/or industry certifications are preferred but not mandatory.
- Active Directory and integration with Microsoft services.
- Advanced scripting (PowerShell/Bash/Python)
- Essential 8 security software and policy implementation.

Notes

- This role is an AFP Band 8 level.
- Job opportunities will be available Australia wide; however, some travel may be required for this role.
- Successful applicants will be able to work from the closest AFP headquarters in their respective state/territory and will report into management located in Canberra.
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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To Apply

Position Contact	Caroline Thlang, (02) 5126 5418
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15211/

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Attorney-General's

Vacancy VN-0763193

Australian Federal Police

Closing Date:Tuesday 07 October 2025

Job Title	Marketing Officer (Band 3 & Band 4)
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Melbourne VIC
Salary	$72,339 - $99,285
Future Merit Locations	Canberra, Perth, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 3;APS Level 4
Position Number	15222
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15222/

Did you know?

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Marketing Communication's mission is to make the AFP a trusted, reputable household name and law enforcement employer of choice that makes our people united and proud.

As a Marketing Officer (Band 3 or Band 4) within this team, you will play a key role in supporting the AFP's attraction marketing strategy, content marketing activities, film, tv and podcast activities, campaigns and events.

We're looking for a versatile marketing and communications professional who's comfortable rolling up their sleeves and contributing across a range of projects. Desirable skills include communications, event coordination, campaign management, copywriting, content creation, email nurture strategies, social media management, and strong stakeholder engagement.

What will you do?

As Marketing Officer, you will:

- Support initiatives to raise the AFP profile to make it a household brand and an employer of choice.
- Support and implement the AFP recruitment marketing and attraction strategy implementation and evaluation.
- Assist with branding and content development, planning and delivery.
- Support the delivery of campaigns.
- Film, TV, Entertainment and Podcast support (including the Crime Interrupted podcast).

- Assist with organisation and attendance at face-to-face career fairs for a range of audiences as required.
- Establish, build, and manage relationships with internal and external stakeholders to deliver on intended outcomes.
- Administrative tasks and other duties related to the Marketing Communications team as required.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- Ability to obtain and maintain a Negative Vetting 1 security clearance.
- Tertiary qualifications in marketing, communications, journalism or media and/or experience in a similar field.
- Minimum of 3 years' experience in a like or related field (applicable to Band 4)
- Minimum 2 years experience in a like or related field (applicable to Band 3)

Desirable Requirements

- Project or campaign management experience.
- Ability to manage assigned projects with support from Team Leader.
- Ability to be flexible and dynamic in response to changing priorities.
- Ability to cultivate productive and effective working relationships.
- High level of attention to detail.

Notes

- This role is an AFP Band 3 and 4 level.
- This role is located in Canberra, Melbourne and Perth and applicants are expected to be based in these locations.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Amber Eames, (02) 5126 4746
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15222/

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Attorney-General’s

Vacancy VN-0763227

Australian Federal Police

Closing Date:Tuesday 14 October 2025

Job Title	Enterprise Geospatial Technical Lead
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	$147,369 - $164,728
Future Merit Locations	Canberra, Perth, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	IT Specialist
Position Number	15279
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15279/

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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
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- 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

About the work environment

The CIO Command provides corporate applications, end-to-end ICT solutions, advice, cyber security and infrastructure that underpins AFP activities. The CIO Command aims to be a highly collaborative, innovative, reliable and trusted enabler for all Commands across the AFP. The products and services delivered are user focused, secure, and fit for purpose. Supported by a highly skilled, agile, and resilient workforce. The CIO Command comprises four branches; Technology Strategy and Data, Enterprise and Policing Systems, Chief Technology Officer and Cyber Security and Risk.

The Technology Strategy and Data branch is seeking highly skilled geospatial subject matter experts to lead the design, implementation, technological innovation, and evolution of our geospatial platforms. This role is pivotal in supporting the shaping of the future of our environment, aligning technology strategy with business goals, ensuring performance, security, and scalability across our systems.

The ideal candidate will possess a balanced blend of hands-on technical expertise, strategic awareness in geospatial systems use and modernisation, spatial systems architecture, related emerging technologies, and emerging infrastructure trends.

About the team

The AFP's Enterprise Geospatial Team is at the forefront of advancing the agency's geospatial capabilities, modernising systems and enhancing access to tailored geospatial solutions. By leveraging location information, the team enables the generation of insights and intelligence. This supports the AFP to address evolving threats to Australia, within the realms of law enforcement and national security. This mission-focused, enterprise-wide capability empowers data-driven decision-making across the organisation, ensuring the AFP remains responsive and informed in its strategic and operational activities.

About the role

As the Enterprise Geospatial Technical Lead, you will lead the technical delivery of geospatial capabilities that support strategic and operational decision-making across the AFP. You will

ensure outcomes in accordance with the regulatory framework, the AFP Code of Conduct and AFP Governance Instruments. Technical Specialists provide expert consultancy within their area of specialisation and develop and promote technical solutions which support the business requirements of the AFP.

A Technical Specialist role does not hold any formal leadership or financial delegations.

You will be responsible for guiding the development and integration of spatial data, GIS platforms with AFP business areas and systems and helping mentor team members while ensuring alignment with AFP's strategic goals. You will work closely with the Senior Team Leader Enterprise Geospatial and the other Enterprise Geospatial Team members to support the delivery of the AFP's Enterprise Geospatial capability.

This position has been advertised in multiple locations; however, the role is in Canberra and applicants are expected to be based in Canberra.

What will you do?

As the Enterprise Geospatial Technical Lead, you will directly influence the technical evolution of the AFP's geospatial capability, supporting the agency to meet current and future challenges. Key Responsibilities will be to:

- Lead the practice of technical infrastructure solution design, including the development of new technical solutions related to all AFP geospatial platforms.
- Support and roadmap enterprise geospatial capabilities and patterns within the organisation through consideration of key stakeholder requirements, IT Architecture policies, standards and guidelines.
- Align effort to broader strategy and capability roadmaps ensuring that the AFP's geospatial environment is fit-for-purpose and complements other systems and capabilities.
- Identify relevant technology innovations and engage with stakeholders and partners to develop suitable implementation strategies.
- Document all work using any required standards, methods, and tools including internally developed toolsets.
- Cultivate geospatial technical literacy and encourage excellence across the organisation.
- Offer guidance and support to foster skills enhancement and professional growth for staff members.

Technical Specialists play a major part in:

Governance, Compliance and Risk Management:

- Establish and enforce governance frameworks for geospatial network and infrastructure decision-making, architecture reviews, and technology standards.
- Ensure data is managed effectively that it can be used to support law enforcement outcomes.
- Ensure compliance with industry regulations and internal security protocols.

Leadership and Collaboration:

- Act as a senior advisor to executive leadership on geospatial platforms, infrastructure, architecture and strategy.
- Lead cross-functional teams in the planning and execution of major projects including geospatial work programs and transformation efforts.

Documentation and Reporting:

- Maintain detailed documentation, including diagrams, configurations, and procedures in relevant repositories (e.g. GitHub, Azure DevOps)
- Provide regular reports on performance, adoption, capacity, and security posture.

Technical Leadership:

- Serve as a subject matter expert, providing guidance and mentorship to team members and geospatial practitioners across the organisation.
- Lead technical discussions and strategy sessions.

Troubleshooting and Support:

- Address issues promptly and efficiently, including patches and system updates.
- Perform root cause analysis and implement corrective actions to prevent recurrence.

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- Have the ability to obtain and maintain a Negative Vetting 1 (Secret) security clearance.
- High proficiency in the ESRI ArcGIS Suite of tools, including Pro and Enterprise and how they can be used to support a breadth of staff spatial literacy and knowledge to the scale of the AFP.
- High proficiency in geospatial workflows and development management tools, including Azure DevOps,GitHub, MS Teams and MS SharePoint.

- High proficiency working with virtual machines
- Able to advise on system hardening within a cloud environment to maintain strong security posture.
- Demonstratable strong stakeholder engagement skills, with a proven ability to negotiate and influence others.
- Excellent verbal and written communication skills.
- Minimum 5+ years' experience managing enterprise level GIS platforms to support organisational functions.

Desirable Requirements

- Tertiary qualification or industry certification in relevant Geographic Information Systems, such as ESRI and FME or computer science, software development, or similar.
- Ability to lead the geospatial infrastructure and integration solution design taking into account key stakeholder requirements.
- Greater understanding of GIS and IT Architecture policies, standards, guidelines, enterprise architecture strategy and roadmaps to ensure that solutions are fit-for-purpose.
- Demonstrated understanding and implementation of ISM, PSPF and security best practice frameworks.
- Minimum 5+ years' experience working within a law enforcement or national security agency.

Notes

- This position has been advertised in multiple locations; however, the role is in Canberra and applicants are expected to be based in Canberra.
- This role is an AFP Technical Specialist Band 2.
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Jane Inglis, 02 5126 9977
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15279/

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Attorney-General's

Vacancy VN-0763260

Australian Federal Police

Closing Date:Wednesday 08 October 2025

Job Title	Desktop & Mobility Support Team Member
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$84,458 - $99,285
Future Merit Locations	Sydney
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 4;APS Level 5
Position Number	15246
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15246/

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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
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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
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- Access to ongoing training and professional development opportunities

Duties

The AFP's Desktop Support team is seeking suitably experienced applicants to be considered for Team Member roles in Desktop & Mobility Support at our Sydney office. Desktop Support team members provide critical integrated, secure and effective information and communications systems and services to the AFP.

Working in a team environment you will be responsible for providing technical expertise in provisioning and servicing of end user devices such as laptops, desktops, mobile devices, other peripherals and licensed applications. Desktop Support, supports the management of the AFP appointees, resources and business activities.

This work may include:

- Providing a high level of customer service through accurate and timely advice and assistance to system users
- Addressing customer support requests and following up to ensure timely and satisfactory resolution
- Ability to travel interstate to national locations within the Australian Federal Police
- Participating in equipment moves, adds and changes

- Procuring, provisioning, configuring and setting up equipment; ensuring proper functionality and connectivity of all devices
- Engage and collaborate with internal and external stakeholders on projects

Your role will involve collaboration with other teams and external vendors. You must demonstrate excellent communication and interpersonal skills and be a team player, eager to work together and exchange information whilst providing quality service to AFP staff. Your experience working in a large and complex environment, along with your self-driven and highly motivated attitude, will help you to succeed in this role.

You will also 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.

The successful applicant will be a highly motivated individual who is able to work effectively in a busy and demanding environment. Day to day you will:

- Competently process incident management requests through to resolution as required
- Use service management tools
- Provide excellent service delivery to AFP customers
- Undertake continual service improvement activities
- Produce and update support documentation
- Troubleshoot reported hardware, software and application issues (Windows 10, Desktop, Microsoft systems and applications) and utilize tools including Windows, Active Directory, SCCM, ServiceNow, MS Office and Exchange

Eligibility

Essential Requirements:

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum of two (2) years' experience in a like or related field.
- Formal IT qualification from a recognised tertiary institution and/or demonstrated equivalent skills and experience.
- Ability to communicate clearly and concisely at all levels both face to face, within a group or in writing.
- Problem solving skills to be able to investigate and resolve client issues.
- Experience troubleshooting hardware and software issues.
- Ability to travel interstate to national locations within the Australian Federal Police as required

Desirable Requirements:

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

- Windows 10 & 11 desktop administration
- Microsoft systems and tools (including Windows, Active Directory, Microsoft Intune, SCCM, M365 including MS Office, Exchange and Teams)

Notes

- Positions are at the AFP Band 4 level
- Successful applicants are expected to be based in our Sydney office location.
- Domestic travel will be required for this role, depending on AFP business needs.

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To Apply

Position Contact	Ross Yue, 02 5126 7950
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15246/

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Attorney-General's

Vacancy VN-0763314

Australian Federal Police

Closing Date:Thursday 09 October 2025

Job Title	Physiotherapist
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA
Salary	$118,673 - $127,101
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Perth, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	15204
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15204/

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- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Physiotherapist – Shield. Shield provides health and wellbeing services to AFP members. You will be working within a team of experienced and passionate clinicians, health and safety advisors, and case managers, where you can use your expertise to improve the health, fitness, and operational readiness of your colleagues.

The Physiotherapist role in Shield focuses on empowering AFP members to take an active role in their recovery, health, and performance through exercise, load management, and functional movement-based interventions.

The Shield Physiotherapist will act in an advisory and consultancy capacity, assisting members to prevent and recover from injury, manage pain, and improve physical capacity. The role contributes to embedding a culture of prevention, capability, and self-management across the workforce, with a focus on physical exercise, preparation, recovery, healthy eating, and fatigue management in the law enforcement context.

What will you do?

Duties of the role include, but are not limited to:

- Collaborating with exercise physiologists and health & fitness advisors to improve employee health, fitness, and physical capability.
- Conducting functional and musculoskeletal assessments to inform operational readiness, injury prevention, and return-to-duty planning.
- Designing and monitoring evidence-based treatment and rehabilitation plans with an emphasis on exercise and progressive load, based

- Facilitating individual and group-based education and movement sessions to uplift health literacy across the AFP.
- Providing advice and support on physical preparation, recovery strategies, sleep, and fatigue management relevant to law enforcement demands.
- Offering guidance on healthy eating and nutrition practices to complement dietetic services and reinforce sustainable lifestyle behaviours.
- Liaising with multidisciplinary teams, including healthcare professionals, rehab case managers, and WHS advisors, to provide holistic and integrated care.
- Contributing to programs and initiatives that enhance musculoskeletal health, reduce preventable injury, and promote sustainable performance across the AFP population.
- Collecting and interpreting health and performance data to provide evidence-based recommendations that inform AFP policy and human performance strategies.
- Preparing technical reports, briefs, and presentations for key stakeholders.
- Providing scope-specific input to SHIELD's early intervention, preventative health, and workforce capability-building programs.
- Supporting SHIELD's broader efforts to embed a culture of health, safety, and performance within the AFP.
- Referring clients appropriately to external medical or allied health practitioners as required.

Eligibility

Essential Requirements

- Must be an Australian citizen at the time of application.
- Must hold, or have the ability to obtain, an NV1 Negative Vetting Level 1 Security Clearance.
- A degree in Physiotherapy and current unrestricted registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of five years postgraduate contemporary experience as a Physiotherapist.
- Demonstrated ability to design and deliver safe, effective, and evidence-based physiotherapy interventions, with an emphasis on exercise, load, and movement-based practice.
- Ability to apply manual therapy appropriately within an active, prevention-first treatment philosophy.
- Commitment to ongoing professional development to maintain currency and subject matter expertise.
- Ability to quickly establish effective and authentic rapport with AFP members.
- High-level emotional intelligence, interpersonal skills, and a collaborative team approach.
- Strong administration, record-keeping, and digital literacy skills.

Desirable Requirements

- A current valid Australian driver's licence.
- Experience working in a multidisciplinary team within a large organisational setting.
- Proficiency with Microsoft Office and digital health platforms.
- Ability to undertake domestic travel if required.
- Postgraduate qualifications or specialist certifications relevant to human performance, rehabilitation, or occupational health.
- Australian Strength and Conditioning Association (ASCA) accreditation (Level 1, Level 2, TOPA) or equivalent experience

- Experience in organisational or population-level health and wellbeing programs (e.g. workplace health promotion, tactical performance, injury prevention, or behavioural health literacy initiatives).

Notes

- This role is an AFP Band 7 Level.
- This role is non-ongoing for a period of 12 months with the possibility of a 12 month extension. However, a merit pool will be established for both ongoing and non-ongoing roles.
- This role is located in Canberra, Sydney, Brisbane, Adelaide, Melbourne and Perth, applicants are expected to be based in these areas.

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To Apply

Position Contact	Brett Sparnon, 02 5126 1356
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15204/

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Attorney-General’s

Vacancy VN-0763319

Australian Federal Police

Closing Date:Thursday 09 October 2025

Job Title	Exercise Physiologist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Perth WA
Salary	$118,673 - $127,101
Future Merit Locations	Canberra, Adelaide, Sydney, Brisbane, Melbourne, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	15202
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15202/

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Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Exercise Physiologist – Shield. Shield provides health and wellbeing services to AFP members. You will be working within a team of experienced and passionate clinicians, health and safety advisors, and case managers, where you can use your expertise to improve the health, fitness, and operational readiness of your colleagues.

The Exercise Physiologist role in Shield focuses on empowering AFP members to take an active role in their health, performance, and injury prevention through education, exercise prescription, and sustainable behaviour change.

The Shield Exercise Physiologist will act in an advisory and consultancy capacity, assisting members to recover from injury, manage chronic conditions, and build long-term health literacy and physical capacity. The role contributes to embedding a culture of prevention, capability, and self-management across the workforce, with a focus on physical exercise, preparation, recovery, healthy eating, and fatigue management in the law enforcement context.

What will you do?

Duties of the role include, but are not limited to:

- Collaborating with physiotherapists and health & fitness advisors amongst a broader MDT to improve employee health, fitness, and capability.
- Conducting functional capacity and risk assessments to inform operational readiness, injury prevention and return-to-duty planning,
- Designing, prescribing, and monitoring evidence-based exercise programs for injury prevention, rehabilitation, and workforce conditioning.
- Facilitating individual and group-based exercise sessions, workshops, and education initiatives to uplift health literacy and physical health across the AFP.

- Providing advice and support on physical preparation, recovery strategies, sleep, and fatigue management relevant to law enforcement demands.
- Offering guidance on healthy eating and nutrition practices to complement dietetic services and reinforce sustainable lifestyle behaviours.
- Work in a multidisciplinary team, including healthcare professionals, rehab case managers, and WHS advisors, to provide holistic and integrated care.
- Contributing to programs and initiatives that enhance musculoskeletal health, reduce preventable injury, and promote sustainable health and physical performance across the AFP population.
- Collecting and interpreting health and performance data to provide evidence-based recommendations that inform AFP policy and human performance strategies.
- Preparing technical reports, briefs, and presentations for key stakeholders.
- Providing scope-specific input to SHIELD's early intervention, preventative health, and workforce capability-building programs.
- Supporting SHIELD's broader efforts to embed a culture of health, safety, and performance within the AFP.
- Referring clients appropriately to external medical or allied health practitioners as required.

Eligibility

Essential Requirements

- Must be an Australian citizen at the time of application.
- Must hold, or have the ability to obtain, an NV1 Negative Vetting Level 1 Security Clearance.
- A bachelor degree in Exercise Physiology (or equivalent) and current accreditation with Exercise & Sports Science Australia (ESSA) as an Accredited Exercise Physiologist (AEP).
- Minimum of five years postgraduate contemporary experience as an Exercise Physiologist.
- Demonstrated ability to design and deliver safe, effective, and evidence-based exercise interventions across a wide range of needs (injury prevention, chronic disease management, rehabilitation, and workforce capability).
- Commitment to ongoing professional development to maintain currency and subject matter expertise.
- Ability to quickly establish effective and authentic rapport with AFP members.
- High-level emotional intelligence, interpersonal skills, and a collaborative team approach.
- Strong administration, record-keeping, and digital literacy skills.

Desirable Requirements

- A current valid Australian driver's licence.
- Experience working in a multidisciplinary team within a large organisational setting.
- Proficiency with Microsoft Office and digital health platforms.
- Ability to undertake domestic travel if required.
- Postgraduate qualifications or specialist certifications relevant to human performance, rehabilitation, or occupational health.
- Australian Strength and Conditioning Association (ASCA) accreditation (Level 1, Level 2, TOPA) or equivalent
- Experience in organisational or population-level health and wellbeing programs (e.g., workplace health promotion, tactical performance, injury prevention, or behavioural health literacy initiatives).

Notes

- This role is an AFP Band 7 Level.
- This role is non-ongoing for a period of 12 months with the possibility of a 12 month extension. However, a merit pool will be established for both ongoing and non-ongoing roles.
- This role is located in Canberra, Sydney, Brisbane, Adelaide, Melbourne and Perth, applicants are expected to be based in these areas.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Brett Sparnon, 02 5126 1356
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15202/

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Attorney-General’s

Vacancy VN-0763095

Australian Financial Security Authority

Closing Date:Monday 13 October 2025

Regulatory Operations Group

Job Title	General Manager, Regulatory Operations Group
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	Senior Executive Service Band 2
Position Number	31247
Agency Website	

Job Description

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

The **Australian Financial Security Authority (AFSA)** is seeking a high-performing executive to lead its Regulatory Operations Group—a critical leadership role responsible for delivering integrated regulatory services that support Australians in financial distress and uphold the integrity of Australia's personal insolvency and personal property securities systems.

Duties

Reporting to the Chief Executive, the **General Manager, Regulatory Operations Group** provides strategic and operational leadership across AFSA's regulatory programs, including Personal Insolvency, Criminal Asset Management, and the Personal Property Securities Register. The role also holds responsibility for statutory functions including the Official Receiver in Bankruptcy, the Official Trustee, and key supports to the Inspector-General in Bankruptcy and the Registrar of Personal Property Securities.

You will lead a nationally dispersed team of approximately 250 staff, manage a $50M+ budget, and play a central role in implementing AFSA's strategy and broader transformation agenda. This

is a unique opportunity to shape regulatory delivery in a data-informed, client-centred environment, while working in close partnership with stakeholders across the community, government agencies, law enforcement, and the insolvency profession.

The successful candidate will be a dynamic and resilient leader with a track record of driving operational excellence, engaging internal and external stakeholders, and delivering policy-aligned outcomes in complex, high-trust regulatory environments. You will bring strong judgement, exceptional people leadership, and the ability to shape strategic direction while managing operational risk.

AFSA welcomes applications from people with diverse backgrounds. A tertiary qualification in law, public policy, governance or business is highly desirable, along with executive experience in regulatory, legal, or insolvency-related environments. Travel will be a requirement for the role.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of **Negative Vetting 1** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

How to apply

Before applying, please obtain selection documentation by contacting admin@amandaorourke.com.au quoting **Ref No. 1177**.

Applications close **Monday 13 October 2025 at 11:00 PM AEDT.**

Notes

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

About the Australian Financial Security Authority

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0763139

Australian Human Rights Commission

Closing Date:Monday 06 October 2025

ICT
ICT ICT

Job Title	IT Admin – Cyber Security & AI Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	1016
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-380&langCode=en_G

The Australian Human Rights Commission (the Commission) is Australia’s national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The IT team plays a vital role in delivering secure, reliable, and innovative technology services that support the operations of the Australian Human Rights Commission. They manage the Commission's ICT infrastructure, encompassing both cloud-based and on-premises systems, to ensure uninterrupted access to critical applications, network services, and data management platforms.

We are looking for a Cybersecurity and AI Governance expert to join our team and ensure that the Commission’s cybersecurity practices meet both current and future regulatory requirements, while also providing strategic guidance on cybersecurity governance, particularly within a Microsoft environment, including Azure and Microsoft 365.

In this role, you will collaborate across the Commission to develop, document, and manage the implementation of cybersecurity controls, as well as write policies and procedures to ensure compliance with Australian Government laws, policies, and standards.

This full-time ongoing / non ongoing position offers a competitive salary range of $94,563 - $105,910 per annum plus 15.4% superannuation.

We offer flexible and hybrid work options.

Duties

What You’ll Do:

- Assess, monitor, document, and implement cybersecurity measures based on audit findings to align with Essential Eight, PSPF, and ISM requirements.
- Ensure that all cybersecurity controls are effective and meet the current and future needs of the organisation, with a focus on Microsoft platforms.

- Provide strategic advice on cybersecurity & AI governance and framework, ensuring alignment with Australian Government laws, policies, and standards, including ISM.
- Develop and implement best practice cybersecurity policies, ensuring compliance with relevant regulations and guidelines, particularly in the Microsoft 365 and Azure environments.
- Ensure seamless integration of cybersecurity measures across all systems, including cloud platforms such as Azure and Microsoft 365.
- Regularly review and update documentation to ensure it reflects the latest standards and practices, with an emphasis on Microsoft technologies.
- Develop and deliver training materials and sessions to ensure a strong cybersecurity culture within the organisation.
- Develop and maintain an incident response plan, ensuring readiness to respond to cybersecurity incidents.
- Prepare and manage the completion of relevant cybersecurity surveys and audits, including PSPF and Essential Eight assessments.
- Ensure accurate and timely reporting of cybersecurity compliance to relevant authorities.

Eligibility

What We’re Looking For:

- Strong understanding of the Essential Eight, PSPF, and ISM, with experience in aligning organisational practices with these frameworks.
- Experience implementing, administering, and monitoring Microsoft 365 and Azure security solutions.
- Proven ability to develop, document, and implement cybersecurity policies, procedures, and training programs, particularly in a Microsoft environment (Azure, Microsoft 365).
- Strategic thinking and problem-solving skills, with the ability to develop innovative solutions to complex cybersecurity challenges.
- Practical knowledge of Australian cybersecurity legislation, including data protection and privacy laws.
- Demonstrated experience in implementing and managing cybersecurity frameworks within Government or highly regulated environments.
- Strong project management skills, with experience in leading cybersecurity initiatives.
- High-level organisational skills with the capacity to manage multiple priorities in a fast-paced environment.
- Excellent communication skills, with the ability to engage and collaborate with stakeholders at all levels.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 6th October 2025

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from IT Operations Manager via itjobs@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	IT Operations Manager, itjobs@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

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Attorney-General's

Vacancy VN-0763329

Australian Human Rights Commission

Closing Date:Monday 06 October 2025

Policy
Policy Policy

Job Title	Senior Policy and Research Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS, Various locations - ACT ACT, Various locations - QLD QLD
Salary	$115,892 - $129,580
Future Merit Locations	Various locations - QLD, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1376
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-381&langCode=en_G

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

Our Policy Section supports our President and seven statutory Commissioners (race, age, sex, disability discrimination; children; Aboriginal and Torres Strait Islander social justice and human rights) to promote awareness and understanding of human rights, conduct research and advocacy, and make recommendations to government to fully implement Australia's human rights obligations.

Are you passionate about human rights and ready to make a meaningful impact? We are looking for a dedicated and experienced professional to play a key role in advancing Commission work on cross-cutting human rights issues. In this role, you will provide high level surge capacity for the Commission to ensure that human rights considerations are part of public debates on key social and policy issues.

This full-time / part time, non - ongoing position will initially be available until 30 June 2026. It offers a competitive salary range of $115,892 - $129,580 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Undertake research, consultation and engagement on topical human rights issues, and lead the drafting of reports, submissions, briefings and other documents.
- Provide strategic and high-level advice to the Commission on key human rights issues.
- Lead and provide oversight to others in conducting, research, consultation and engagement on human rights issues and in advancing the Commission's strategic priorities more broadly.
- Strategically maintain and nurture complex networks of internal and external stakeholders across a range of constituencies, communities, government agencies and organisations to support project objectives and priorities.
- Develop and maintain effective relationships with government, community and other key stakeholders.
- Identify opportunities for additional resourcing and contribute to funding proposals for future activities.
- Lead a collaborative intersectional approach to engagement with the Commissioners and staff across the Commission to progress topical human rights priorities.

Eligibility

What We're Looking For:

- Tertiary qualifications or equivalent professional experience in law, social sciences or relevant field.
- Demonstrated expertise on human rights and practical experience of applying them in policy and research.
- Expertise in conducting research and providing complex policy advice on human rights issues with an intersectional lens.
- Project management skills including an ability to manage competing priorities, experience in coordinating resources and responding flexibly to changing work demands.
- Demonstrated capacity for setting strategic direction and achieving outcomes in a human rights, social policy or similar context.
- Demonstrated ability to manage resources, build effective teams, harness internal and external expertise to achieve results.

- High level of resilience and demonstrated ability to respond flexibly to maintain momentum and achieve objectives under pressure or in difficult situations.
- Exceptional relationship management skills which ensure partner/stakeholder interests (internal and external) are recognised and managed successfully.
- Exceptional communication skills including demonstrated ability to communicate with influence and negotiate persuasively to resolve conflicts and facilitate agreement on mutually beneficial solutions.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 06 October 2025

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note this position is advertised as Non-Ongoing. The successful applicant would be employed for an initial period of up to 30 June 2026. If extended, the maximum period will be two years in total. The merit pool / list established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Sophia Rinaldis - A/g, Senior Policy Executive via sophia.rinaldis@humanrights.gov.au.

About the Australian Human Rights Commission

To Apply

Position Contact	Sophia Rinaldis, sophia.rinaldis@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

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

Attorney-General's

Vacancy VN-0762951

Commonwealth Ombudsman

Closing Date:Sunday 05 October 2025

Policy & Assurance
Law Enforcement and Integrity Oversight

Job Title	Assistant Director Law Enforcement and Integrity Oversight
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA
Salary	$117,908 - $127,324
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements may be negotiated
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

About the role

The team is responsible for overseeing Commonwealth, state and territory law enforcement and integrity agencies and their use of covert, coercive and intrusive powers. The team also reviews and reports to Parliament on the AFP's handling of complaints about the conduct of its members and the use of coercive powers by the Fair Work Ombudsman.

Due to the nature of covert and intrusive powers, a person is typically unaware they are the subject of these powers and as a result, cannot make a complaint about or question an agency's actions. Our role is to assess and report on an agency's legislative compliance and to provide assurance that agencies are applying these powers as Parliament intended. This includes taking a

risk-based approach to reviewing how agencies have used the power and analysing agency records, processes and practices against the legislative requirements and measures of necessity, proportionality and reasonableness. We assess whether agencies are using powers responsibly and appropriately; crafting recommendations and suggestions to assist agencies to improve.

Additional information on the role of LEIO and its reports can be found at Law Enforcement and Integrity Oversight | Commonwealth Ombudsman

About Policy and Assurance Branch

The Policy and Assurance Branch is responsible for the Office's inspection, monitoring and reporting functions with respect to:

- Commonwealth, State and Territory law enforcement and integrity agencies' use of covert, coercive and intrusive powers
- The Australian Federal Police's (AFP) handling of complaints against its members
- places of detention under the control of the Commonwealth – as the Commonwealth National Preventive Mechanism (NPM) for the purposes of the Optional Protocol to the Convention Against Torture (OPCAT)
- people held in long term immigration detention under section 486O of the Migration Act 1958 (Cth).

The Branch is also responsible for the Office's role as the Coordinator of the Australian NPM

Duties

The Assistant Director will perform duties under broad direction from a Director (EL2) and in accordance with the APS Code of Conduct and APS Values, as well as upholding the Office values of independence, impartiality, integrity, accessibility, and professionalism.

The Assistant Director will perform duties under broad direction from a Director (EL2) and in accordance with the APS Code of Conduct and APS Values, as well as upholding the Office values of independence, impartiality, integrity, accessibility, and professionalism.

An Assistant Director is responsible for carrying out the following duties:

- Managing the daily deliverables and work of the team, including working closely with the Director and other team leaders in a geographically dispersed environment.
- Establishing priorities, setting goals, and monitoring the performance of the team consistent with the broader delivery strategies and performance measures of the Branch and the Office.
- Working as part of an executive team to design, plan, carry out and review inspections and investigations of law enforcement and integrity agencies use of covert and intrusive powers, and the AFP's administration of complaints against its members.

- Coordinating delivery of expert advice on the use of covert and intrusive powers to inform statutory reports to parliament, reports to senior law enforcement executives and submissions to parliamentary inquiries and committees.
- Communicating effectively orally and in writing to a variety of audiences.
- Demonstrate sound judgement and appropriate consideration of risk in a complex and changing environment.
- Monitoring and analysing information from a range of sources to provide advice to the Executive and other staff on systemic issues and risks in public administration of covert powers.
- Supporting the development of the team through mentoring and teaching staff subject matter expertise in a supportive environment.
- Fostering a collaborative and high-performance culture

Eligibility

The successful candidate must

- be an Australian citizen,
- undergo a National Criminal History records check and
- be able to obtain and maintain a security clearance at the Negative Vetting 1 level
- Be willing to undertake regular interstate travel

Notes

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

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversights, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Glen Fisher, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0763219

Commonwealth Ombudsman

Closing Date:Tuesday 07 October 2025

Corporate
ICT, Security & Information Management

Job Title	Electronic Records Appraiser and Sentencer
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$117,908 - $127,324
Future Merit Locations	Melbourne, Canberra, Sydney, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Executive Level 1
Position Number	040_09/25
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

Our opportunity

The Electronic Records Appraiser and Sentencer will play a critical role in the management and treatment of electronic records held in the Office's long-standing Electronic Document and Records Management System (EDRMS) and assist with technology transformation of the Office's information ecosystem.

This role is part of the ICT, Security and Information Management Team. The team leads the Office's technology and information management practices. In additional to information

management, this team provides ICT Help Desk, ICT Operations, ICT Applications, Cyber Security and Protective Security Services.

This role will lead one of four lines of effort in the Office's Information Management Strategy 2025 – 2028 and in support of a large whole-of-Office technology transformation over the next two years.

Our ideal candidate

The successful candidate will have broad experience in information management, records management and customer service.

Candidates should enjoy working in a collaborative team environment in a multi-disciplinary team

You should have:

- Demonstrated experience in appraising and sentencing electronic records within an EDRMS.
- Strong knowledge of the Archives Act 1983 and other relevant legislation.
- Demonstrated experience interpreting Records Authorities and applying them to records management practices.
- Proficiency in using EDRMS software including records administration, with experience with Objective ECM highly desirable.
- Ability to work collaboratively with diverse stakeholders.
- Excellent attention to detail and analytical skills.
- Strong communication and interpersonal skills.
- Experience with SharePoint is desirable.
- Qualifications in Information Management or related fields desirable but not a requirement.

Duties

Duties are to be performed under broad direction from the CIO and Information Manager and in accordance with the APS Code of Conduct, upholding the APS Values and supporting the Office's values of independence, impartiality, integrity, accessibility, professionalism and teamwork. In doing this you will support the Office through:

- Appraise and sentence electronic records to determine their value and retention requirements against relevant Records Authorities.
- Work closely with the Information Manager and ICT Leads to promote Information Management best practice across the Office as part of the whole-of-Office technology transformation.
- Manage professional services contracts with preferred vendor, scheduling and coordinating tasks to treat records, driving progress and reporting to the executive.
- Liaise with external stakeholders including National Archives and off-site storage providers.
- Ensure compliance with the Archive Act 1983 and other relevant legislation.
- Stay updated on changes to records management legislation, standards, and technologies.

- Conduct regular audits and reviews of records to ensure proper classification and sentencing.

Eligibility

The successful candidate must:

- be an Australian citizen,
- undergo a National Criminal History records check and
- be able to obtain and maintain a Negative Vetting 1 security clearance

Notes

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

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To Apply

Position Contact	Barry Cook, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0763224

Commonwealth Ombudsman

Closing Date:Tuesday 07 October 2025

Corporate
ICT, Security & Information Management

Job Title	Assistant Director Information Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$117,908 - $127,324
Future Merit Locations	Melbourne, Sydney, Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Executive Level 1
Position Number	041_09/25
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

Our opportunity

The Information Manager plays a critical role in the oversight of the Information Management function within the Office maintaining information integrity and compliance, while informing key initiatives and system development including implementation and management of the Ombudsman's SharePoint Records Hub solution.

This role is part of the ICT, Security and Information Management Team. The team leads the Office's technology and information management practices. In additional to information management, this team provides ICT Help Desk, ICT Operations, ICT Applications, Cyber Security and Protective Security Services.

This role will be responsible for leading multiple lines of effort in the Office's Information Management Strategy 2025 – 2028 in support of a large whole-of-Office technology transformation over the next two years.

The successful candidate will have broad experience in information management, records management, and client service.

Candidates should be process driven with attention to detail and enjoy working in a collaborative environment in a multi-disciplinary team.

You should have:

- Demonstrated leadership experience with the ability to work collaboratively with diverse stakeholders.
- Detailed knowledge of the Archives Act 1983 and other relevant records management and information management legislation and policies.
- Demonstrated records administration experience with proficiency in using Electronic Document and Records Management System (EDRMS) software and tools.
- Demonstrated experience and understanding of information systems functional requirements and record lifecycle management.
- Strong communication and interpersonal skills.
- Experience with SharePoint is highly desirable.
- Experience in Microsoft Purview is desirable.
- Qualifications in Information Management or related fields desirable but not a requirement.

Duties

- Duties are to be performed under broad direction from the CIO and in accordance with the APS Code of Conduct, upholding the APS Values and supporting the Office’s values of independence, impartiality, integrity, accessibility, professionalism and teamwork. This role will:
- Partner with ICT leads, embedding critical information management and records management subject matter expertise, to guide design and implement practical solutions to manage information within the approved technology stack, as part of the whole-of-Office technology transformation.
- Ensure compliance with relevant legislation, including privacy, security, and information governance requirements, staying updated on changes to records management legislation, standards, and emerging technologies.
- Oversee assessment and review of electronic holdings in legacy systems, supporting the Records Appraiser to execute sentencing activities, maintaining established taxonomies and metadata standards.
- Work closely with the Office’s Change Manager, developing and scheduling activities and communication, championing new and improved information management best practice and related change activities within the Office.
- Conduct regular compliance and processing tasks within the Microsoft Purview tenancy including Power App searches to monitor and audit user practices in line with solution governance and manage sentencing, disposal and transfer activities.
- Build and maintain strong and respectful working relationships and network connections with internal and external stakeholders including National Archives and off-site storage providers.

Eligibility

The successful candidate must:

- be an Australian citizen,
- undergo a National Criminal History records check and
- be able to obtain and maintain a Negative Vetting 1 security clearance

Notes

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

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversights, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Barry Cook, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0763286

Commonwealth Ombudsman

Closing Date:Sunday 05 October 2025

Policy & Assurance
Law Enforcement and Integrity Oversight

Job Title	Assistant Director National Preventive Mechanism Coordinator
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA
Salary	$117,908 - $127,324
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements may be negotiated
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

About the role

The NPM Coordinator is a small team responsible for coordinating the multi-body Australian NPM, comprising the Commonwealth, state and territory oversight bodies nominated by their governments as NPMs to prevent the torture or ill treatment of people who are deprived of their liberty.

The functions of the NPM Coordinator include, but are not limited to:

- facilitating regular meetings, collaboration and information sharing among the members of the Australian NPM
- supporting training and development within the Australian NPM
- reporting to the public and to governments on Australian NPM activities and OPCAT implementation in Australia.

You can find more information, including publications and reports made by the Australian NPM under the Australian National Preventive Mechanism (NPM) | Commonwealth Ombudsman page.

About the Policy and Assurance Branch

The Policy and Assurance Branch is responsible for the Office's inspection, monitoring and reporting functions with respect to:

- Commonwealth, State and Territory law enforcement and integrity agencies' use of covert, coercive and intrusive powers
- The Australian Federal Police's (AFP) handling of complaints against its members
- places of detention under the control of the Commonwealth – as the Commonwealth National Preventive Mechanism (NPM) for the purposes of the Optional Protocol to the Convention Against Torture (OPCAT)
- people held in long term immigration detention under section 486O of the Migration Act 1958 (Cth).

The Branch is also responsible for the Office's role as the Coordinator of the Australian NPM.

Duties

- The Assistant Director will perform duties under broad direction from a Director (EL2) and in accordance with the APS Code of Conduct and APS Values, as well as upholding the Office values of independence, impartiality, integrity, accessibility, and professionalism.
- Managing the daily deliverables and work of the team, including working closely with the Director and other team leaders in a geographically dispersed environment.
- Fostering strong working relationships with a number of stakeholders, including other NPMs, government agencies, civil society groups and international organisations.
- Establishing priorities, setting goals, and monitoring the performance of the team consistent with the broader delivery strategies and performance measures of the Branch and the Office.
- Communicating effectively orally and in writing to a variety of stakeholders.
- Demonstrating sound judgement and appropriate consideration of risk in a complex and changing environment.
- Supporting the development of the team through mentoring and teaching staff subject matter expertise in a supportive environment.
- Fostering a collaborative and high-performance culture.

Eligibility

The successful candidate must

- be an Australian citizen,
- undergo a National Criminal History records check and
- be able to obtain and maintain a Negative Vetting 1 security clearance for LEIO roles and a Baseline security clearance for the NPMC role.

Notes

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

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To Apply

Position Contact	Glen Fisher, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0763174

Fair Work Commission

Closing Date:Sunday 05 October 2025

Legal Services
Legal, Performance and Engagement Branch

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Melbourne VIC, Sydney NSW
Salary	$123,597 - $133,756
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Executive Level 1
Position Number	1452
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

https://fwc.bigredsky.com/page.php?pageID=106

We are seeking an experienced and enthusiastic Senior Lawyer with a minimum of 5 years' relevant post-admission legal experience to join our Legal Services team to advise on a range of legal matters, working in a dynamic and cohesive environment.

Working under limited direction from the Director, Legal Services or Senior Legal Counsel, you will use your professional knowledge and experience to contribute to the delivery of the team's services by providing high quality legal advice and assistance on a range of corporate, government and commercial legal matters.

As a Senior Lawyer, you will have a thorough understanding of, and an ability to advise on, privacy and Freedom Of Information (FOI) law, administrative law and the Commonwealth's governance, risk management and financial frameworks. You will actively manage competing requests and demands and invest in knowledge sharing. You will also work collaboratively with stakeholders, proactively contribute to process improvement and behave with integrity, enabling you to build trust and communicate with influence.

Duties

- Provide authoritative, practical and impartial legal advice and assistance to the Commission's Executive team and staff on a range of corporate, administrative, litigation, workplace relations issues, and matters relating to the Commission's tribunal operations.

- Manage issues surrounding the collection, management, use and disclosure of personal information under the Privacy Act including:
  - advising on and promoting awareness of compliant information privacy practices; and
  - acting as one of the Commission's Privacy Officers and a member of its Data Breach Response Team.
- Provide advice and assistance in relation to FOI matters, including issuing decisions on internal review.
- Draft and review Commission policies, procedures, forms, resource materials, contracts and other legal documents for internal and external use or publication.
- Provide leadership within the team, including developing, coaching and mentoring staff.
- Build and maintain constructive working relationships and work collaboratively with other Branches to ensure high quality support and services are provided to the Commission's Executive and staff.
- Other duties as directed by the Director, Legal Services.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the **'Our ideal candidate'** section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

This recruitment process is being used to fill an ongoing position.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

TheFair WorkCommission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically

diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse.Our aim is to create a workforce that reflects the community in which we live.We also welcome conversations about working flexibly.

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Jane Ferry, 02 6152 2909
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0763038

Federal Court of Australia

Closing Date:Sunday 05 October 2025

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Judicial Support

Job Title	Deputy Associate to Judge Heuer
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0804-09-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=06DE1C2A-4CAD-B120-B9B1-E43531D7F1B1

Purpose of Position

The Deputy Associate is part of a small team who assists the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
2. Assist the Associate in the day-to-day management of chambers, including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.

7. Assist with the general operation of chambers; and
8. Other duties, as required.

Important Functions

The person appointed to this position is expected to carry out his or her duties so as to:

- satisfy all relevant statutory obligations
- satisfy the Australian Public Service Values and Code of Conduct
- contribute to and support achievement of the Court's Strategic and Business Plans
- operate within the Court's policies and procedural guidelines, and
- support and contribute to the Court's Service Charter

Eligibility

Other Requirements

- It is mandatory that candidates have completed a qualification in law with a strong academic record (supported by Academic transcript).
- The ability to travel on circuits as required.

Selection Criteria

Division 2 of the Federal Circuit Court of Australia deals with family law, migration and other general federal law matters. Candidates should include their interest and experience in the relevant jurisdictions when addressing the selection criteria.

1. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
2. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated proficiency with technology, including the use of Microsoft Office applications, electronic legal resources and the ability to learn and use the Court's case management systems.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. Minimum one year experience in a legal environment.

Contact Officer

For more information, please contact Deanna Oakley, Judicial Services Team Leader via telephone 08 7201 6227 or email Deanna.oakley@fedcourt.gov.au.

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

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

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

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Deanna Oakley, 08 7201 6227
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=06DE1C2A-4CAD-B120-B9B1-E43531D7

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Attorney-General's

Vacancy VN-0763065

Federal Court of Australia

Closing Date:Sunday 05 October 2025

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Judicial Support

Job Title	Judicial Associate to Judge Heuer
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	0772-09-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=E99BCF8C-9E72-AA31-CE58-E4353296789F

Position Overview

The position of judicial associate is responsible for providing a high level of administrative support to a judicial officer.

Travel on circuit and judicial relief locations, both intra and interstate may be required. The purpose of this position is to ensure:

- that the judicial officer is able to conduct the business of the Court in a professional and efficient manner
- the timely completion of all tasks associated with court hearings, and
- to actively participate as a member of the judicial support team.

Duties

Major Activities

This role requires an individual who works well in a team environment. The position involves a number of competing priorities and therefore requires good organisational skills to meet these demands.

The position of Judicial Associate has regular and substantial contact with members of the judiciary, court staff, legal practitioners, clients and external agencies including:

- liaison with client service / case coordination staff in respect to court files
- liaison with legal practitioners and clients in respect of orders and judgments and the listing of matters before the judicial officer
- liaison with external agencies including Legal Aid and the Australian Federal Police, and
- liaison with the Team Leader Judicial Support in respect to the judicial court calendar, leave and travel approvals, and other judicial entitlements.

The major responsibilities of the Judicial Associate include:

- attending court with the judicial officer, including circuit sittings, to provide administrative support to the judicial officer during all trials, pre-trials and duty lists.
- managing court files prior to and at the completion of trials to ensure that the files are maintained and up to date.
- providing a high level of administrative support to the judicial officer to ensure the prompt distribution of orders and judgments.
- entering data accurately into the Court’s case management and other information systems to reflect the workload of the judicial officer.
- making travel arrangements (flight bookings, accommodation reservations and car bookings) associated with circuit and relief sittings, and attendance at meetings and conferences.
- updating the judicial officer’s electronic filing system to ensure that he/she has access to the most recent legislation and reference material.
- undertaking personal work as required by the judicial officer, and
- providing assistance, if required, at conferences, functions and/or meetings to ensure that the respective event is conducted in a professional manner.

Eligibility

Other Requirements

• Available to travel interstate.

Selection Criteria

1. Knowledge of or ability to acquire knowledge of Family Court functions, organisation, practices, procedures and terminology.
2. Demonstrated ability to undertake research, prepare reports and correspondence.
3. Demonstrated ability to operate computer-based equipment and associated software packages such as word processing, e-mail, OneNote and spreadsheet applications. Possess proficient keyboard skills.
4. Demonstrated sound organisational skills, initiative, the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
5. Well-developed personal skills, including tact, discretion and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.

Contact Officer

For more information, please contact Deanna Oakley, Judicial Support Team Leader via telephone 08 7201 6227 or email: Deanna.oakley@fedcourt.gov.au.

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

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To Apply

Position Contact	Deanna Oakley, 08 7201 6227
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=E99BCF8C-9E72-AA31-CE58-E43532967

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Attorney-General's

Vacancy VN-0763094

Federal Court of Australia

Closing Date:Friday 03 October 2025

Federal Court of Australia
WA Registrars

Job Title	Legal Case Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements subject to operational requirements.
Classification	APS Level 5
Position Number	0768-09-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=D5DEC35E-A2CA-9174-79E6-E434F8B98CDF

The Perth Registry is seeking suitably qualified applicants to perform the Legal Case Manager (LCM) role. The LCM provides high-level legal and administrative support to registrars including in-court support and communicates with solicitors, counsel and litigants. The role will suit a person who is articulate, energetic and reliable with high-level attention to detail and excellent communication skills.

Position Overview

The Legal Case Manager position provides support to registrars that exercise delegated judicial powers and administrative power.

Broadly, the primary areas of registrar work for which support is required are as follows:

- *Mediation and Case Management Support.* This involves mediation and case management work done by registrars in support of matters within judges' dockets.
- *Registrar Court work.* This work involves the running of Corporations (FCA) and Bankruptcy (FCA and FCFCOA) lists, issuing of summonses for examination, return of documents in examinations and public examinations; Return of Subpoena lists and hearings (FCA); Small Claims list (FCFCOA) and Adverse Action lists (FCFCOA and FCA); special fixture interlocutory hearings.
- *Other Registrar Work.* This work includes the determination of costs (long form bills of costs estimates, confidential conferences, taxation of costs, remuneration assessments), duty work, eCourtroom substituted service applications, and other work (pro bono, tribunal support, external liaison).

Legal Case Managers will also assist with national tasks. Further details and specific examples of work to be undertaken by Legal Case Managers are set out below.

Duties

Legal Case Managers provide support to the judicial registrar team, including:

Mediations and Case Management:

- Coordinating the management of proceedings the registrar is mediating or case managing, including liaising with parties, organising mediations and case management conferences, preparing correspondence, ensuring facilities are arranged in accordance with the requirements of each particular mediation and/or case management conference and ensuring that relevant case data on the Court's case management system is accurate and up to date.

Registrar Court work:

- Undertake preparatory work for the list, including liaising with parties, listing matters on the Court's case management system, undertaking all post Court work, including uploading orders and ensuring the Court's case management system accurately reflects outcomes.
- Assist with any preliminary work required for public examinations including attending the examination with the registrar as required and ensuring that outcomes and listing details are accurately recorded.

Other Registrar Work:

Costs

- Support the registrar with all aspects of the work, including the review of bills of costs to ensure they are ready to be estimated and taxed, prepare drafts of all estimate letters and prepare orders and certificates of taxation for the registrar to approve.
- Assist with the lump sum costs process including by drafting orders, recording outcomes and corresponding with parties as required.

eCourtroom – applications for substituted service and issue of summonses for examination

- Support the registrar with all aspects of the work, including liaising with parties, prepare draft orders for consideration by the Registrar and arranging public examinations.

Other duties as required.

- Undertake the co-ordination of pro-bono work.
- Diary and in-box management for registrars as well as management of the registrars' calendar and any travel arrangements.
- Ability to be deployed to Registry or Chambers as required.

Eligibility

Competencies & Attributes

To undertake this role the successful candidate must have:

- An interest in the law.
- The ability to provide high level administrative support effectively and efficiently.
- A sound understanding of the jurisdiction and practice and procedure of the Court or the ability to acquire such knowledge quickly.
- The ability to work both autonomously and also collaboratively as a member of a team.
- The ability to manage multiple tasks and priorities effectively.
- The ability to build and sustain positive relationships with a network of key stakeholders, internally and externally.
- A high level of IT proficiency.

Formal Qualifications

There are no formal qualifications required to undertake the role. A degree in law (or current enrolment in a law or related degree) will be regarded favourably.

Selection Criteria

1. Experience providing administrative and general support (preferably to a legal practitioner). A degree in law or current studies in law desirable together with a demonstrated interest in the general federal law jurisdiction of the Federal Court.
2. Knowledge of the FCA and FCFCOA (general federal law) jurisdiction, practices and procedures, or the ability to quickly acquire this knowledge.
3. Good written and oral communication skills underpinned by exceptional attention to detail.
4. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.

5. The ability to work both autonomously and collaboratively, including strong interpersonal skills, a proven ability to build and maintain positive professional relationships, and court appropriate presentation.
6. Demonstrated proficiency with administrative tasks and technology, including the use of electronic legal resources and the ability to learn and use the court's case management systems and courtroom technology.

Notes

Eligibility

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

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

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

Diversity and Inclusion

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

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

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Suzie Ladlow, 0436 527 794
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=D5DEC35E-A2CA-9174-79E6-E434F8B9

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Attorney-General's

Vacancy VN-0763248

Federal Court of Australia

Closing Date:Thursday 09 October 2025

Federal Court of Australia
Court and Tribunal Services

Job Title	Client Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangement may be negotiated in line with operational requirements
Classification	APS Level 4
Position Number	0816-09-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=C5D2E2A6-90F8-2355-848C-E4365DE92ACC

Purpose of position

The Court and Tribunal Services Team (CTS) is a pivotal part of the Court's operational structure with broad responsibility across the general federal jurisdiction for enquiries and management of documents submitted for filing.

The Client Services Officer (CSO) role operates within a small team and forms part of the broader registry team, providing services to the judiciary and to the public, both locally (face to face) and nationally as part of a dispersed national team.

The Strategic Support Hub (SSH) team are the first point of contact for most clients and/or their legal representatives when contacting the Courts via telephone, live chat and email. CSOs will be rostered to the SSH in addition to undertaking other national document processing work.

SSH and CSO staff integrate across areas of responsibility to provide a holistic service to judges, staff, litigants, and the profession. The Courts have a wide jurisdiction requiring CSOs to be flexible in their approach and there is an expectation of regular role rotation and cross skilling taking place to ensure staff maintain a broad range of skills.

Duties

- Provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues.
- Progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges.
- Assist in the management of complex cases through the case management system.
- Work independently within defined rules to apply legislation, guidelines and court processes.
- Identify issues and contribute to the resolution of problems.
- Liaise with a range of internal and external stakeholders including Judge's chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases.
- Coach employees, identify training needs and provide quality assurance.
- Collate, analyse and produce reports as required, and
- Assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high-volume environment.
2. A demonstrated high level of organisational, analytical and problem-solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience).
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and

senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. In addition, quickly acquire a sound working knowledge of court procedures, guidelines and policies.

Notes

How to apply

To apply please complete the application form on the Court's career portal. If you have any issues with applying please email recruitment@fedcourt.gov.au.

As part of your application, you will be required to submit a two-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 1000). Please ensure this document is attached before submitting your application.

Eligibility

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

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

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

Diversity and Inclusion

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

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

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

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To Apply

Position Contact	Gemma Broughton, 0457 022 143
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=C5D2E2A6-90F8-2355-848C-E4365DE92

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Attorney-General’s

Vacancy VN-0763256

Federal Court of Australia

Closing Date:Wednesday 15 October 2025

Federal Court of Australia
Native Tile

Job Title	Judicial Registrar - Native Title
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Sydney NSW
Salary	$168,101 - $174,690
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 2
Position Number	0793-09-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=2BEFE6AC-06E9-1517-D9D9-E43695F1C768

A competitive remuneration package may be negotiated for the successful candidate based on qualifications, skills and experience.

Position Overview

The Judicial Registrar – Native Title plays an important role both locally and nationally, including in the following areas:

- performing delegated judicial functions, including conducting complex mediations and case management in native title cases and other NPAs if required.
- engaging with and supporting Judges at a local and national level.
- liaising with internal and external stakeholders in relation to native title on a local and national basis.

Duties

Major Activities

The Judicial Registrar – Native Title primarily carries out the following activities:

- performing statutory duties, exercising powers and functions of a Registrar pursuant to the Federal Court of Australia Act 1976 (Cth) and other legislative instruments

- conducting complex mediations and case management in native title in support of Judges and other NPAs if required
- managing a small team of legal and administrative support staff
- contributing to the development of national practice and procedure for native title matters
- liaising with Judges
- oversighting budgeting and planning, as well as attending on-country court listings
- other duties as required.

Key Relationships

- National Judicial Registrar – Native Title
- Judicial Registrars
- Native Title team members
- External users (including Aboriginal and Torres Strait Islander parties and legal practitioners)
- Internal users including Judges and chambers
- NNTT

Eligibility

Formal Qualifications

This position requires the occupant to perform statutory legal functions, including conducting mediations and case management. Applicant must have:

- legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia
- a minimum of 5 years post admission experience.

An understanding of matters important to traditional owners is essential.

It is highly desirable, but not essential, for the successful applicant to have experience in native title law and practice.

Selection Criteria

1. Demonstrated extensive experience in civil litigation and practice in a superior court of Australia.
2. An understanding of matters important to traditional owners.
3. Excellent analytical skills and demonstrated sound judgment in decision-making in a high-pressure environment
4. Strong oral, written and interpersonal communication skills, including with people from diverse backgrounds
5. Demonstrated experience managing a small team
6. Ability to work with limited supervision and harmoniously within a small team

Other Requirements

The successful applicant must possess the following:

- Accreditation as a mediator or be willing to successfully undertake the necessary course and assessment modules to obtain accreditation.
- Flexibility to travel as required.
- Flexibility to work irregular hours.
- Current unrestricted driver's licence. Willingness to undertake 4WD training.

Contact Officer

For more information, please contact Nicola Colbran via email nicola.colbran@fedcourt.gov.au.

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a two-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 1000). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment recruitment@fedcourt.gov.au

Notes

Eligibility

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To Apply

Position Contact	Nicola Colbran, (08) 7201 6122
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=2BEFE6AC-06E9-1517-D9D9-E43695F1(

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Attorney-General's

Vacancy VN-0762956

Office of Parliamentary Counsel

Closing Date:Sunday 05 October 2025

Corporate Services Business Services

Job Title	Records Management Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$96,747 - $111,136
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	5094
Agency Website	https://www.opc.gov.au

Job Description

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

This position is part of the Business Services Team within the Business Operations Section. The team provides property, security, facilities management, information and records management and governance advice and support. This is a non-ongoing position that supports the Assistant Director, Information Management and Governance.

Duties

- Coordinate the disposal and transfer of records in line with approved retention schedules.
- Ensure compliance with records management policies and procedures, including the use of electronic document and records management systems (EDRMS).
- Collaborate with internal stakeholders to ensure effective information lifecycle management.
- Other duties as required to support the Business Operations Section.

Key capabilities

Mandatory:

- Demonstrated knowledge of records management principles, legislation, and standards including the Archives Act and ISO 15489.

- Proficiency in using EDRMS and other information management systems.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent written and verbal communication skills.
- Strong organisational skills with the ability to manage competing priorities.
- Ability to work independently and as part of a team in a dynamic environment.

Eligibility

To be eligible for the role, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting Level 1.

Notes

The role involves physical tasks, including lifting and moving boxes, files, and equipment, and may require extended periods of standing or walking.

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Sandra Lavender, (02) 6120 1372
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0763371

Office of the Australian Information Commissioner

Closing Date:Thursday 09 October 2025

Regulatory Action Division

Job Title	APS5 Investigator and APS6 Senior Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	$87,895 - $106,728
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The OAIC operates a hybrid work model with a combination of remote working and office attendance.
Classification	APS Level 5;APS Level 6
Position Number	OAIC-2025-024
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

https://www.oaic.gov.au/about-the-OAIC/join-our-team

The Regulatory Action Division oversees the management of compliance, investigation and enforcement to promote adherence to the FOI Act and Privacy Act. This includes the management of Commissioner-initiated and some high-risk complaint investigations, complex Notifiable Data Breach (NDB) scheme matters, general and funded assessments (including those for CDR and digital ID), monitoring compliance, and the enforcement of privacy and FOI legislation through legal action. This division provides the agency with expertise in enforcement, investigations, and litigation, and ensures the OAIC can regulate proactively and strategically.

The Investigations Team in the Regulatory Action Division plays an integral role in promoting and upholding privacy and information rights for the Australian community. The main responsibilities and work undertaken by the Investigations Team and Investigators in the Regulatory Action Division include:

§ Actively managing a caseload of preliminary inquiries and/or investigations.

§ Conducting research, preparing investigation plans, correspondence, drafting high quality investigation reports, internal briefings and making sound administrative decisions.

§ Creating and maintaining evidence matrices and the preparation of statutory notices.

§ Using evidence gathering powers to identify whether there has been a contravention of relevant laws and make risk-based recommendations.

§ Liaising with respondents and stakeholders.

§ Identifying, monitoring, and referring matters or trends of risk may warrant regulatory action in accordance with the OAIC's strategic priorities and posture.

Staff at the APS6 level undertake work on more complex matters than staff at the APS 5 level. APS6 officers also provide advice, training and guidance to more junior staff and colleagues across the office. They may also lead an investigation and have greater autonomy in the management of their cases. APS 6 officers may also be involved in stakeholder engagements, and other tasks factoring in the classification and Work level standards.

Duties

The OAIC is seeking motivated individuals with demonstrated investigations skills, who can apply technical knowledge, legal analysis, and strategic regulatory skills in a dynamic environment. We are seeking individuals for roles across the APS5 and APS6 levels with the following attributes:

§ Experience in the conduct of inquiries and investigations.

§ Experience in preparing high quality written correspondence, briefs, reports and administrative decisions.

§ Ability to undertake research and interpret and apply legislation in complex matters.

§ Strong analytical and critical thinking skills, with excellent attention to detail.

§ Strong written and verbal communication skills and the ability communicate with influence.

§ Knowledge of, or the ability to quickly acquire knowledge of, the Privacy Act and other relevant legislation, and key concepts of information security.

§ Ability to work with independence, subject to limited direction, to deliver quality outcomes.

Highly desirable:

§ Certificate IV in Government Investigations (or higher), or willingness to obtain on commencement.

§ Knowledge of the principles of administrative decision making, or administrative law.

§ Relevant tertiary qualifications and/or professional experience in one or more relevant areas such as law, regulation, public policy, investigations or similar.

§ **APS5**: 1-3 years relevant professional experience.

§ **APS6**: 3-5+ years relevant professional experience.

Eligibility

§ Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.

§ There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.

§ For the duration of your employment with the OAIC you will be required to obtain and maintain a Baseline Australian Government security clearance and meet required background, identification and character checks.

§ Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

How to Apply

1. Please complete the application form found in the job pack on our website https://www.oaic.gov.au/about-us/join-our-team/.

2. You are asked to provide a single page application response *(one A4 page-pitch)* addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the **job specific capabilities, skills and experience outlined above**. Please also clearly indicate your preferred role in your pitch.

3. Your application form, CV (maximum 3 pages) and one-page-pitch should be collated as one document *(where possible)* and sent in a single email to: jobs@oaic.gov.au. **Please ensure your email includes your full name in the email subject field, along with the job reference OAIC-2025-024.**

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Ms Natalie Le, 02 9942 4158
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

Defence

Vacancy VN-0762375

Department of Defence

Closing Date:Monday 06 October 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	Senior Cloud Technologist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fishermans Bend VIC
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07230/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7E48493A-661B-913C-DB66-E4352F819572

Duties

The Role

As part of the Digital Research Infrastructure Cloud & Compute team, you will supervise and provide technical leadership to a team of (APS/Contractor) IT professionals. You will work collaboratively to provide secure server management, cloud services, virtualisation services, support, and related technology required to meet researcher needs. Reporting to the Discipline Lead Research Cloud & Compute, you will work under limited direction. You will be responsible for overseeing a team to deliver and grow a highly productive server and cloud capability. Your role will include maintaining technically complex and novel research systems administration, covering server management, VDI, cloud services, and Virtualisation across Defence S&T digital science platforms.

You will work closely with other team leads, particularly within Digital Research Infrastructure and Computational & Data Intensive Sciences directorates. By ensuring alignment in our planning and

day-to-day services, you will guarantee that cloud and virtual offerings are fit for purpose, secure, and support DSTG's strategic initiatives.

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

- Lead and drive innovation within Cloud services.
- Lead the day-to-day delivery of Cloud support services.
- Develop and foster a high performing team of science technology professionals.
- Provide expert SME advice.

Technical oversight of the Infrastructure Operations team to execute the following:

- Infrastructure stack deployment and capacity management.
- Infrastructure stack administration and driving automation.
- Infrastructure stack monitoring and reporting.
- Infrastructure stack hardening and security.
- Support and administration of Infrastructure and automation/orchestration platform.
- Ensuring the team responds appropriately to troubleshoot issues and system outages, including repair and recovery from software and hardware failures.
- Establishing and maintaining stakeholder relationships with divisional staff.
- Establishing and maintaining stakeholder relationship with our key partner in Computational and Data Intensive Sciences who are responsible for onboarding users to cloud and compute platforms.
- Mentor staff in the development of technical, project, and related organisational/support skills.

About our Team

The Digital Research Infrastructure (DRI) team, as part of the wider Scientific Computing (SC) branch, enables and accelerates Defence science and technology research while protecting assets in DSTG's digital research environments. SC does this by provisioning and supporting scientific computing infrastructure that is well managed, sustainable and scalable. It continues to invest in innovative centralised digital research infrastructure and services, while divesting commodity distributed ICT infrastructure and services; and developing new Scientific Computing practices and technologies. The DRI directorate provides secure, effective and efficient digital research and eResearch infrastructure and related systems where a sovereign capability is required for Defence's S&T capabilities.

Our Ideal Candidate

Will possess a strong track record of delivering successful solutions and collaborating with stakeholders to understand their needs and requirements. They will have demonstrable experience in ensuring the reliability, availability, and performance of IT platforms enabling Research. They must be able to work independently as well as part of a team and have a passion for learning and staying current with emerging technologies and industry trends.

The Senior Cloud Technologist ideally will have:

- Demonstrated subject matter expertise in the management of technical compute, storage and network services.
- Experience working within complex ICT environments.
- Excellent problem solving skills and the ability to engage multiple SMEs and stakeholders in problem resolution.
- Experience in in the delivery of operational activities using modern automation tools and techniques.
- A demonstrated ability to communicate effectively both verbally and in writing in a clear, concise and logical manner.
- A demonstrated ability to manage and organise workloads and priorities.
- Experience with service reporting systems to ensure compliance with agreed key performance indicators.
- Strong skills in at least one scripting/programming language.
- An understanding of the DevOps lifecycle and experience with tools spanning the service lifecycle from building through to monitoring and operating.
- The ability to develop and maintain professional working relationships within and external to DSTG.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Technologist/Technician - Computational Science, Data Science & Autonomy position requires:

· academic qualifications in one or more of the following related fields of research; or

· relevant vocational qualifications; or

· relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4007 Control Engineering, Mechatronics & Robotics

Division 46 – Information & Computing Sciences

4601 Applied Computing

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

4612 Software Engineering

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4903 Numerical & Computational Mathematics

Notes

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

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To Apply

Position Contact	Mark Collis, 08 8393 4680
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E48493A-661B-913C-DB66-E4

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Department of Defence

Closing Date:Monday 06 October 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	Discipline Leader Scientific Computing Data Centres
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fishermans Bend VIC
Salary	$139,681 - $167,659
Future Merit Locations	Edinburgh, Fishermans Bend
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	
Position Number	DSTG/07425/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D98BC98B-B519-B32C-8EBE-E433185BD137

Duties

The Role

Join us as the Discipline Leader of Scientific Computing Data Centres (SCDC) at DSTG!

You will be responsible for the operations and management of data centre infrastructure for the research networks supporting DSTG. Leading a small team of highly skilled and geographically distributed ICT professionals, you will work across digital and physical infrastructure teams to ensure the sound and secure operation of the DSTG research data centres.

You'll work across broader Defence regarding building works, contribute to long term planning for both the data centres and the wider DSTG Information Environment and partner across Scientific Computing and Digital Science teams to deliver infrastructure to meet the complex needs of Defence research.

As part of the Scientific Computing Leadership Team, you will play an important role as a subject matter expert in development of our technical roadmaps, forecasting data centre demand and ensuring alignment/compliance across technical and security frameworks.

Duties include:

Join us as the Discipline Leader of Scientific Computing Data Centres (SCDC) at DSTG!

You will be responsible for the operations and management of data centre infrastructure for the research networks supporting DSTG. Leading a small team of highly skilled and geographically distributed ICT professionals, you will work across digital and physical infrastructure teams to ensure the sound and secure operation of the DSTG research data centres.

You'll work across broader Defence regarding building works, contribute to long term planning for both the data centres and the wider DSTG Information Environment and partner across Scientific Computing and Digital Science teams to deliver infrastructure to meet the complex needs of Defence research.

As part of the Scientific Computing Leadership Team, you will play an important role as a subject matter expert in development of our technical roadmaps, forecasting data centre demand and ensuring alignment/compliance across technical and security frameworks.

Duties include:

- Oversee innovation, development and delivery of DSTG data centre infrastructure (including electrical and cooling systems) and related services.
- Manage the Scientific Computing team, functions and budget.
- Engage with Defence Security and Estate Group, DSTG Physical infrastructure and DSTG Physical security as required.
- Lead the provision of secure data centre, communication room and cabling services to DSTG researchers
- Lead the provision of specialist advice on secure cabling, racks and other physical infrastructure to inform architectural design and procurement
- Engage with relevant vendors/specialists as needed
- Collaborate across the Digital Science and Scientific Computing Branches (DSSC) to ensure the ongoing development and evolution of DSSC capabilities and culture.

About our Team

The Scientific Computing Data Centre Team spans the Edinburgh (SA) and Fishermans Bend (VIC) sites of DSTG. It supports two major data centres, smaller remote data centres plus

communications rooms servicing buildings across the DSTG national footprint. The Team manages electrical and cooling systems; provides on-demand services to allow changes to network access; provides complex advice covering remediation activities and projects; and actively engages with researchers to support best practice in physical access to networks.

Our Ideal Candidate

Our ideal candidate will have expert knowledge of data centre operation, including electrical and cooling systems; virtual floor management (including thermal load management); planning for floor expansion and compliance to standards and policy. In addition, they would have contemporary experience of physical and cyber security standards as they apply to data centres in the Australian Defence context.

We are seeking a leader who has demonstrated capabilities in managing a highly skilled technical team and can balance the ambitions of tomorrow with the immediate needs of today. They will be a natural collaborator who can connect the crucial foundations of data centres to the Digital Research Infrastructure that underpins innovative Defence Science and Technology.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T6/EL2 Discipline Leader - Computational Science, Data Science & Autonomy position requires:

• Academic qualifications in one or more of the following related fields of research; or

• Relevant skills and work experience.

• Ref 1297.0 ANZSRC Fields of Research 2020:-

• Division 40 – Engineering4007 Control Engineering, Mechatronics & Robotics

• Division 46 – Information & Computing Sciences

• 4601 Applied Computing

• 4602 Artificial Intelligence

• 4605 Data Management & Data Science

• 4606 Distributed Computing & Systems Software

• 4609 Information Systems

• 4612 Software Engineering

• 4699 Other Information & Computing Sciences

• Division 49 – Mathematical Sciences

• 4903 Numerical & Computational Mathematics

Notes

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To Apply

Position Contact	Amanda Nixon, 08 7375 2742
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D98BC98B-B519-B32C-8EBE-E4

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Defence

Vacancy VN-0762869

Department of Defence

Closing Date:Sunday 05 October 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Branch WHS Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/07546/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BD1B7739-2331-AE36-AE0E-E434F6CF7E70

Duties

The Role

The Army Aviation Systems Branch (AASB) Work Health and Safety (WHS) Manager, APS 6, is accountable for complex WHS outcomes within an integrated workforce. The manager will have WHS knowledge of and comply with legislative frameworks, government decision-making, and Defence's mission and policy requirements. Working independently with a reasonable degree of autonomy and accountability for their work's outcomes. The manager will demonstrate initiative and judgment in interpreting policy and applying procedures to achieve results.

Key Responsibilities include:

- Conducting research and analysis to identify and address WHS risks to capability.
- Developing and implementing programs for hazard identification, risk assessment, and incident management.
- Providing advice on the application of WHS legislation, Defence policies, and procedures.
- Engaging with internal and external stakeholders on complex and sensitive WHS issues, conducting investigating and reporting on serious incidents, managing sensitive reports, and negotiating safety improvements.
- Liaising with AASB leadership, external regulatory bodies like Comcare, and internal WHS representatives.

The manager will have a significant level of stakeholder engagement, requiring them to anticipate, identify and respond to their needs and expectations to achieve AASB and Defence outcomes. The role, at times, may also involve leading a team, with accountability for setting work priorities and managing workflows. They are expected to build team capability through coaching and providing feedback.

About our Team

The Army Aviation Systems Branch (AASB) Executive and Support team, located in Brisbane, Queensland, and part of the Capability Acquisition and Sustainment Group (CASG), is crucial for enabling Defence capability. They achieve this by supporting Systems Program Offices (SPO) to deliver military aviation systems to the Australian Army. The team manages Branch Business through liaison and coordination with SPOs, continuously striving to streamline processes. Their core functions are delivered through key service areas: Quality Management, Security, Information & Records, Work Health and Safety, Workforce Management, Reserve Management, Accommodation/Facilities, Risk Management, and Operating Budget. AASB also champions career development by offering a comprehensive professional development program to build leadership and technical skills, while fostering a culture of continuous improvement and innovation.

Our Ideal Candidate

The ideal candidate for this role is a dedicated and proactive WHS professional with a strong commitment to creating a safe and healthy workplace. They possess a solid background in WHS principles, with practical experience in providing expert advice, managing incidents, and maintaining accurate records.

This person is an excellent communicator, skilled in building and sustaining effective relationships with management and key stakeholders. They are adept at compiling performance reports and analysing incident data to identify trends, which they then use to inform strategic planning and drive continuous improvement. The ideal candidate is also comfortable providing WHS training and briefings, ensuring all staff are well informed and engaged. Ultimately, this role requires a candidate who is not only knowledgeable but also a strategic thinker and a collaborative partner, dedicated to fostering a culture of safety across the organisation.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Guy Lalor, 07 3253 7289
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD1B7739-2331-AE36-AE0E-E4

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Defence

Vacancy VN-0762945

Department of Defence

Closing Date:Sunday 05 October 2025

Defence People Group
Joint Support Services

Job Title	Defence Social Worker
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/07562/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=23C97ABC-2829-C54D-52A8-E434BA003912

Duties

The Role

Defence Social Workers deliver a broad range of support services and programs to Defence Command, members and families, plus undertake critical assessments to assist Commanders in making decisions that impact Defence families and Defence capability.

Your role:

- Conduct quality assessments and write reports to assist in decision-making processes;
- Provide complex social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Force personnel and their families;
- Provide support to Defence families to manage the military lifestyle;
- Provide training to Defence members and Command; psychosocial programs to Defence families;
- Assist Defence families engage with their communities and local services;
- Deliver DMFS’s suite of national programs - partner employment, education and critical incidents to Defence families;

- Operate within the boundaries of organisational processes and policies providing brief interventions, critical incident management, psychosocial assessments, social work reports, and works across the multidisciplinary team supporting community capacity building.

About our Team

Bring your skills and ambition to our team! Defence Member and Family Support (DMFS) Branch is a diverse and inclusive workplace which offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies. Defence Social Workers provide support to all three services - Navy, Army and Air Force. The role requires working both autonomously and collaboratively within a dynamic multi-disciplinary environment with Military Support Officers, Defence Social Workers, Family Liaison Officers, an Educational Liaison Officer and a Business Support Officer. You will have a Social Worker peer network across Australia. You will directly assist members and their families adapt to the requirements of a mobile military lifestyle.

Our Ideal Candidate

You will demonstrate strong assessment, counselling, case planning, report writing and community capacity building knowledge and skills. You will possess the ability to work within multi-disciplinary teams and be part of an organisation where professionalism, innovation and the ability to find creative solutions to challenges is highly regarded.

Our Ideal Candidate:

- Applies professional expertise in social work.
- Operates within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, psychosocial assessments and social work reports.
- Uses judgement to identify and resolve problems objectively.
- Builds and sustains positive relationships with team members, stakeholders and clients.
- Possesses strong stakeholder engagement skills.
- Possesses an ability to work independently, manage competing priorities and meet deadlines.
- Be able to participate in some after hours and weekend work, including travel on occasions.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Rachel Baker, 07 4430 3879
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=23C97ABC-2829-C54D-52A8-E4

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Defence

Vacancy VN-0762952

Department of Defence

Closing Date:Sunday 05 October 2025

Guided Weapons and Explosive Ordnance Division
GWEO Delivery Division

Job Title	Explosive Ordnance Armament - Technician Electronics
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	$69,898 - $108,734
Future Merit Locations	Orchard Hills
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	GWEO/07398/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9FBB5A47-AE81-995A-C25A-E434B973C8B2

Duties

The Role

Are you looking for a meaningful role to apply your skills?

An opportunity exists to join our dynamic and vibrant Defence team as an Electronic Technician within our Explosive Ordnance Maintenance Directorate. If you are searching for new career opportunities with an agile, empowering, positive and open organisation, this role could be for you!

We are currently recruiting for Electronics Technicians in Explosive Ordnance Maintenance Directorate (EOMD) at the Defence Establishment Orchard Hills (DEOH) NSW, to operate and maintain complex Automated Test Equipment, utilised in the testing of guided weapons. This position plays a critical role in ensuring the safety, functionality, and readiness of the Australian Defence Force's guided weapon systems and explosive ordnance through technical maintenance, inspection and certification activities. This is a broadband position, offering an excellent opportunity for career growth. The successful candidate will be expected to actively work towards

progression within the broadband, demonstrating increased capability, performance, and responsibilities over time. Ongoing development and support will be provided to assist meeting the requirements for advancement.

Key responsibilities:

- Undertaking exciting technical maintenance to maintain and certify Guided Weapons including: maintenance, breakdown, repair, assembly, alignment, calibration, test, inspection and technical certification.
- Applying current technical data, publications and documentation to perform these technical activities within an explosive ordnance field.
- Operate within a high-compliance environment, adhering strictly to all safety, quality assurance, and regulatory requirements.
- Accurately record maintenance activities in documentation and digital maintenance management systems.
- Work collaboratively in a team environment and communicate effectively with supervisors, engineers, and other technical staff.
- Train and learn about Explosive Ordnance systems within a competency based training pathway providing opportunities for progression.

Conditions of Employment:

- Must be eligible to hold an Australian Defence Security Clearance.
- Must be willing to work shift patterns, including nights and weekends, as operationally required.
- Must be able to meet the physical demands of a labour intensive position.
- Will be required to wear personal protective equipment (PPE) and undergo regular safety and medical assessments.
- Must be able to work at location to a standard working week, no work from home available.

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

About our Team

EOMD is an integral part of GWEO Maritime & Maintenance Branch, which is part of the Guided Weapons Guided Weapons & Explosive Ordnance (GWEO) System Division. Our team consists of various disciplines (including engineering, maintenance & technical inspection, project

management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, and favorable work-life balance. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO Maritime Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation. Other benefits include:

- 15.4% superannuation
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate will:

- Have personal drive by committing to action and the ability to prioritise competing demands to meet deadlines.
- Think creatively about complex problems and then propose sound, applied research and technical approaches to solve them.
- Work independently, and also as a member of the team, to build and maintain effective relationships.
- Have the ability to confidently influence and engage with stakeholders, using a range of demonstrated communication skills.
- Be passionate about ongoing self-improvement and professional development.

If you are someone who:

- Enjoys supporting challenging and highly complex activities,

- Is creative, pragmatic and solutions focused, and
- Is not afraid to challenge the traditional ways of doing business in pursuit of continuous improvement.
- Is willing to travel to conduct maintenance activities as required, Australia wide.
- Enjoys learning new technical skill sets that build on team capabilities.

Then this is the role for you!

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3 - Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Nathan Walker, 02 4726 0091
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9FBB5A47-AE81-995A-C25A-E4

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Defence

Vacancy VN-0762958

Department of Defence

Closing Date:Sunday 05 October 2025

ARMY
Forces Command

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	$79,176 - $86,438
Future Merit Locations	Paddington
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/07627/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9D2A11EF-758E-6763-6D1E-E434BB31F702

Duties

The Role

The Australian Army Battle Lab is seeking an APS 4 Contracting Officer to join its evolving Headquarters team.

Within the Contracting function, you will be accountable under limited direction to perform and achieve moderately complex contracting work within an integrated workforce. You will be accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defences mission and policy requirements.

You will be responsible to organise your workflow, making decisions within their defined parameters relating to area of responsibility and seek guidance when required. You may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied. You will provide administrative support that is informed and directed by their knowledge of the contracting function. You may undertake some research and analysis activities.

The APS 4 Contracting Officer may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve Battle Lab and Defence outcomes.

About our Team

Would you like to become an integral member of the team leading and supporting the Army’s Battle Lab, established in January 2024 upon renaming of the Army Knowledge Centre (AKC)? The Battle Lab’s mission is to align doctrine and training with emerging needs in order to enable the Land domain with integrated and decisive war fighting. The Army Battle Lab team is an integrated work team comprising full and part time military members and APS employees at all levels. In order to achieve this, the Battle Lab is made up of a Fusion cell and four sections; Army Lessons (AL), Land Domain Publications (LDP), Land Simulation & Wargaming (LS&W) and the Training Adversary System Support Centre (TASSC)

Do you want to join an evolving organisation operating in the space between the force in being and the objective force to provide Army with a competitive warfighting advantage in defence of Australia’s national interests? Do you have excellent organisational and interpersonal skills and a good understanding of government decision-making frameworks and the contract management function in order to support The Battle Lab deliverables relevant to the provision of multi-faceted contracts and Defence’s business domain? If so, this is the job for you. The Army Battle Lab is looking for a high performing, experienced Contracting Officer to be a part of its evolving Headquarters.

Our Ideal Candidate

This role will ideally suit a highly motivated and experienced individual with a background in Defence contract administration, including:

- Contribute to procurement planning, contract formation and contract management activities whilst ensuring compliance with legislation and procurement policies, processes and procedures.
- Assist in the preparation of contracting correspondence, reports, submissions, contract change proposals and other documents.
- Assist with the provision of low-level advice in relation to procurement policy, legal, financial and other issues as applicable to procurement activities.
- Understand the Commonwealth Procurement Framework, procedures and compliance obligations and explain the relevance to work responsibilities.
- Liaise with supervisors, staff and stakeholders and respond to moderately complex enquiries.
- Build and sustain productive relationships with team members and actively participate in team work and group activities.
- Assess and assist with the implementation of mitigation strategies for the risks associated with procurement and contracting activities, contract performance and compliance with legislative and policy frameworks.
- Recommend solutions to issues impacting on the achievement of desired outcomes.
- Assist in the preparation of appropriate contracting schedules applicable to contracting activities.
- Take the initiative to progress work to meet business objectives.

This position offers a unique opportunity to combine an exceptional career challenge in a fast-paced work environment in the heart of Sydney’s Paddington. You will have access to excellent workplace conditions, flexible working arrangements, and opportunities to undertake further professional development.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	CAPT Vijay Makwana, 03 5130 3817
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9D2A11EF-758E-6763-6D1E-E4

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Defence

Vacancy VN-0762980

Department of Defence

Closing Date:Sunday 05 October 2025

NAVY
Head Navy Engineering

Job Title	Robotic and Autonomous Systems Regulation Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/07636/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5EC046AC-B36A-123D-B29C-E434F3697FD8

Duties

The Role

The Office of the Defence Seaworthiness Regulator (ODSwR) is proactively working to support the integration of Robotic and Autonomous Systems (RAS) into the Defence Seaworthiness Management System – the key maritime safety regulatory framework that applies to defence vessels. To help us achieve that we are seeking an experienced APS 6 with a passion and background working in or adjacent to RAS to join the newly established Emerging Capabilities Regulation and Assurance Directorate.

This role will support the activities of the newly established RAS Regulation and Assurance Team, including related to the planning and delivery of strategic deliverables, business as usual tasks and ad hoc activities, which:

- Support the integration of RAS into existing and new regulatory frameworks;
- Support the identification of regulatory pathways for relevant capabilities; and
- Provides subject matter expertise in support of the activities of the broader organisation.

This role will work closely with internal and external stakeholders to identify issues and support the enactment of innovative regulatory and policy solutions. This role, like all roles in ODSwR, will also be supporting the whole-of-ODSwR project building and implementing a refined seaworthiness regulatory framework.

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

About our Team

The Office of the Defence Seaworthiness Regulator (ODSwR) provides the Defence Seaworthiness Authority (Chief of Navy) with independent assurance that maritime mission systems (warships, naval auxiliaries, and defence vessels) across the Defence Enterprise, comply with the Regulations as outlined in the Defence Seaworthiness Management System. Led by the Director-General Seaworthiness, ODSwR comprises of five Directorates and embraces the principles of a data driven regulator to identify, analyse, report on and resolve the impact of emerging hazards and risk to Seaworthiness in Defence.

The core functions of ODSwR are to:

- Promulgate and Administer Regulations;
- Gather and Analyse Safety and Environment Data;
- Monitor and Assess Compliance;
- Provide Continual Assurance;
- Engage, Educate and Communicate with the Regulated Community and Peer Regulators
- Deliver Internal Business and Enabling Support.

ODSwR is a unique workplace with a mix of APS and ADF personnel that is focused on nurturing a positive workplace culture and continuous improvement.

Our Ideal Candidate

Our ideal candidate will bring the following understanding, experience and skills to the role:

- Good understanding of robotic and autonomous systems (RAS), especially autonomous and remotely operated vessels, and the Australian RAS ecosystem.
- Good understanding of the Australian maritime regulatory environment, including Defence, AMSA, and State/Territory jurisdictions.
- Experience supporting the effective delivery of work packages and initiatives.
- Strong oral and written communication skills, including conveying technical or complex information to varied audiences.
- Strong team work and collaboration skills.
- A positive, innovative, mindset.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Dr. Rachel Horne, 02 6132 7574
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5EC046AC-B36A-123D-B29C-E4

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Defence

Vacancy VN-0762988

Department of Defence

Closing Date:Sunday 28 September 2025

Associate Secretary Group
Business Transformation

Job Title	Collaboration Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/07543/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=484EC0A3-B997-3124-2DE0-E434F495215F

Duties

The Role

We are seeking a Co-Design Facilitator to join the core CDC team as our Collaboration Manager. This role is central to the success of the Centre, responsible for designing and delivering high-impact co-design workshops and events. Acting as the interface between stakeholders and the CDC team, the Facilitator will ensure sessions are well-prepared, engaging, and focused—driving meaningful and sustained change across Defence.

Key responsibilities include:

- Curating and facilitating co-design experiences that deliver exceptional value.
- Supporting stakeholders and sponsors to achieve workshop outcomes.
- Maintaining momentum, energy, and alignment throughout the co-design process.
- Building and nurturing strong relationships across the stakeholder landscape.

About our Team

As part of its ERP Transformation Program, the Department of Defence is establishing a new Co-Design Centre (CDC) to strengthen its capability in stakeholder engagement and collaborative solution development. The CDC will play a critical role in supporting the delivery of user-centred, effective outcomes that meet departmental needs and realise the full benefits of ERP investment.

The CDC partners closely with the Business Operations Centre and the Value Chain Integration Office to deliver a unified, end-to-end approach that supports Defence in implementing its ERP solution. Together, we enable integrated business transformation by aligning strategy, systems, and people across the organisation.

This is a pioneering initiative for Defence, reflecting a strategic commitment to more collaborative and inclusive ways of working.

Our Ideal Candidate

We’re seeking a values-driven leader with a passion for design, collaboration, and innovation in service of the public good. You will bring:

- Proven experience leading teams and delivering collaborative design or innovation initiatives in complex environments.
- Strong facilitation skills and expertise in structured engagements using design thinking and/or MG Taylor methodology.
- Familiarity with agile practices, organisational change, systems thinking, and lean process design.
- The ability to respectfully challenge ideas to drive strategic outcomes.
- Excellent stakeholder engagement, communication, and prioritisation skills.

- A strategic, evidence-informed mindset focused on delivering public value.
- A collaborative approach and experience in customer-facing environments.
- Adaptability and resilience in dynamic or ambiguous contexts.
- A commitment to integrity and high-quality service delivery.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Anna Nilsson, 02 5130 8820
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=484EC0A3-B997-3124-2DE0-E4

Defence

Vacancy VN-0763030

Department of Defence

Closing Date:Monday 06 October 2025

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Events and Engagement Coordinator
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$86,887 - $93,066
Future Merit Locations	Fishermans Bend
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DSTG/07652/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=118359DD-D455-2931-D177-E4352F70DB7C

Duties

The Role

As the Events and Engagement Coordinator you will work under limited direction to coordinate a range of events and award functions predominately at the Defence Science and Technology Group (DSTG). Your role will include but is not limited to:

- Stakeholder engagement with Defence personnel, VIPs and strategic partners
- Drafting communication materials associated with events including but not limited to marketing materials, talking points, run sheets, MC notes, social media posts and briefs
- Coordinating strategically-aligned event and visit programs and experiences, including all logistics, security and access requirements
- Comprehensive record keeping and reporting
- Representing DSTG at events, escorting and supporting site visits as required
- Supporting the Assistant Director Events and Awards for locally based award presentations and nominations

- Being part of a supportive, geographically dispersed team, but staying in regular contact with the full team virtually.

About our Team

As a multidisciplinary team of trusted communication experts, Defence Science Communications works with all parts of DSTG as an advisory body, service provider and conduit of information. We foster relationships with key stakeholders internally and externally to benefit DSTG and Defence through open communication and information sharing across personal and professional networks. This takes form through our major priorities of:

- Leadership engagement
- Science communication
- Events and sponsorships
- Visits
- Internal communication
- Media generation
- Awards and recognition
- Science and technology publications.

Defence Science Communications consists of five teams located at DSTG’s major sites of Fisherman's Bend (VIC), Edinburgh (SA) and Fairbairn (ACT). The teams consist of:

- Strategic communications
- Events, Visits, Awards and Sponsorships
- ADSTAR and Major Events
- Digital
- Design, Production and S&T Publications.

Defence Science Communication's vision is: DSTG is the spine of the Defence IS&T ecosystem. It is a respected moderator, trusted partner and source of truth with influence in decision-making on defending Australia’s national interests. The group is a revered national institution with a proud history of innovation that changed the world, and a catalyst for enhancing the capabilities of the war fighter. Defence Science Communication enables and nurtures this vision.

Defence Science Communication's mission is: Champion Defence IS&T through engagement and storytelling.

Our Ideal Candidate

You will be an event all-rounder, self-motivated individual who has impeccable stakeholder engagement, organisational, communication and project management skills.

You will be a problem solver who can react proactively and excel under pressure and in constant changing environments, whilst delivering and keeping the project plan on time.

Largely working autonomously, you will liaise with external and internal stakeholders to develop visit programs, having the ability to communicate at all levels and tailor your communication to meet the required needs. You will use initiative and be open to developing new and improved ways of working and constantly looking for ways to improve our service offering to ensure our output is of the highest order. Experience with event management, VIP coordination and liaison or awards program management will be highly desirable.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Emma Barker, 08 7375 2863
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=118359DD-D455-2931-D177-E43

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Defence

Vacancy VN-0763031

Department of Defence

Closing Date:Monday 06 October 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Program Support Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$86,887 - $93,066
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/07683/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=70214F97-F31D-8812-49C2-E4352F83080A

Duties

The Role

The APS 5 Program Support Officer will work within the BMU Team and is responsible to the Business Support Team Leader for the delivery of Unit Security Service and supporting Import/ Export Controls Co Ordination.

The role will require the successful candidate to work within a framework of legislation, Commonwealth polices, work practices and procedures in accordance with Defence's mission and business objectives. We are looking for a capable and flexible person to jump into a range of challenging and rewarding activities.

As a member of the BMU team, you will engage with both internal and external stakeholders, have an opportunity to develop and maintain technical knowledge of relevant procedures and corporate systems and then apply your knowledge and experience.

You will be required to identify/define issues; report on non-conformances; and formalise your findings and deliver through excellent report writing and documentation.

The successful candidate will:

- Operate under limited direction on issue management tasks including the coordination of internal and external stakeholders;
- Have a wide range of opportunities to develop their skills in a highly supportive environment.

This position is required to:

- Perform moderately complex activities; problem solving and associated tasks working to agreed priorities and outcomes;
- Assess reports, processes and conformance to meet specified requirements, and provide recommendations for consideration;
- Perform duties of Security Officer, Export Control Officer and as a secondary duty the Emergency Control Warden;
- The work is office based, has regular stakeholder engagements (on and off site), the role is part of the matrix services delivered to the Program Office.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law which regulates Defence articles, including technical data, and Defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency.

Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

About our Team

The Cargo Helicopter Systems Program Office (CHSPO) delivers acquisition and through-life support for the CH-47F Chinook Helicopter. The Program Office is made up of the Cargo Helicopter Management Unit (CHMU) and the Business Management Unit (BMU). CHSPO is based in Brisbane with small detachments in Oakey, Townsville and the USA. CHSPO supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills, and harnesses continuous improvement ideas and innovations.

The Business Management Unit is responsible for the delivery of Corporate Services and in conjunction with Branch, People and Workforce Management functions across the Program Office. We are accountable for the delivery of and coordination of corporate support services across our multiple work locations. Corporate Services performed by the BMU comprise Logistics Governance and Assurance, and Business Governance and Assurance (which is further broken down into the areas of Information and Records Management, internal Financial Management, Workforce Management, Security, WHS & Risk Management).

Our Ideal Candidate

Our ideal candidate will possess strong leadership and team building skills, with a strong understanding of business practices.

To be successful in this role, you will possess or gain the following attributes and skills:

- Adaptability, resilience and flexibility;
- Strong written, interpersonal and verbal communications skills;
- Ability to work effectively both independently and as part of multi-disciplinary teams;
- Strong stakeholder engagement skills;
- Excellent attention to detail; and
- Strong collaboration skills.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Nathanial Taylor, 0403 548 551
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=70214F97-F31D-8812-49C2-E43

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Defence

Vacancy VN-0763035

Department of Defence

Closing Date:Thursday 09 October 2025

Capability Acquisition and Sustainment Group J
Joint Aviation systems Divison

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$86,887 - $93,066
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/06229/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7B4272C1-F297-E757-23C9-E435304821D5

Duties

The Role

The APS 5 Office Manager will work within the Business Management Unit (BMU) Team and is responsible to the Business Support Team Leader for the management and delivery of CHSPO's administration and corporate functions within the BMU, Workplace Health and Safety (WHS) compliance and Building Emergency Warden responsibilities.

This position is required to:

- Perform moderately complex activities; problem solving and associated tasks working to agreed priorities and outcomes.
- Assess reports, processes and conformance to meet specified requirements, and provide recommendations for consideration.
- The work is office based, with irregular stakeholder engagements (on and off site); the role is part of the business services delivered to the Program Office.

The successful candidate to work within a framework of legislation, Commonwealth polices, work practices and procedures in accordance with Defence’s mission and business objectives. This role is a supervisory position within a small business and administrative team providing services for the Program Office and be accountable to set work priorities, allocate work, and manage workflows and performance.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law, which regulates Defence articles, including technical data, and Defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

About The Team

The Cargo Helicopter Systems Program Office (CHSPO) delivers acquisition and through-life support for the CH-47F Chinook Helicopter.

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The Business Management Unit is responsible for the delivery of Corporate Services and in conjunction with Branch, People and Workforce Management functions across the Program Office. We are accountable for the delivery of and coordination of corporate support services across our multiple work locations. Corporate Services performed by the BMU comprise Logistics Governance and Assurance, and Business Governance and Assurance (which is further broken down into the areas of Information and Records Management, internal Financial Management, Workforce Management, Security, WHS & Risk Management).

Our Ideal Candidate

Our ideal candidate will possess strong leadership and team building skills, with a strong understanding of business practices.

To be successful in this role, you will possess or gain the following attributes and skills:

- Adaptability, resilience and flexibility;
- Strong written, interpersonal and verbal communications skills;
- Ability to work effectively both independently and as part of multi-disciplinary teams;
- Strong stakeholder engagement skills;
- Excellent attention to detail; and
- Strong collaboration skills.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ethan Pruy, 07 3253 8709
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7B4272C1-F297-E757-23C9-E43

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Defence

Vacancy VN-0763055

Department of Defence

Closing Date:Sunday 05 October 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	ILS Manager
Job Type	Full-Time, Ongoing
Location	International International
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	GWEO/06990/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6E97D89D-2E14-9C4E-F4CD-E4356DA86E74

Duties

The Role

The Advanced Lightweight Torpedo (ALWT) Joint Program Office (JPO) Integrated Logistics Support Manager (ILSM) is located at the Naval Undersea Warfare Center (NUWC) Division Keyport, Washington, United States of America, and is embedded within the Weapons In-Service Engineering Division. The position provides logistical support for ALWT materiel throughout the development, production and sustainment phases of the program and is responsive to direction from JPO Cooperative Partner Personnel (both AUS and US).

The EL1 ILSM will be responsible for the collaborative development and planning of support and sustainment activities, including schedules and plans to support Australia's requirements under the Armaments Co-operative Program with the United States.

The EL1 Logistics Manager will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholder expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

The successful applicant will be required to demonstrate initiative, self-motivation and complex problem solving skills.

About our Team

GWEO Maritime & Maintenance Branch is part of the Guided Weapons & Explosive Ordnance System Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne, Stirling and the US, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence’s varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO Maritime and Maintenance Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate would have a strong commitment to working with the team and a broad range of stakeholders to meet our legal and other regulatory requirements in the management of Explosive Ordnance (EO). The right person for this role will be an individual who under broad direction and in accordance with established priorities, principles, methodology and work practices, is able to collaborate effectively leading a logistics team, as well as optimising internal and external stakeholder relationships, in order to develop and maintain a detailed and logical plan to support the delivery of the required capability.

The candidate will have an understanding of Integrated Logistic Support principles and be able to quickly understand the sustainment of EO. They will be able to use their initiative to make informed risk based decisions and solve problems. They will also be expected to support others to achieve organisational objectives, whilst continuing to pursue their own self-development goals. The candidate should also be an innovator and be prepared to look at ways in which we can do our work more efficiently. The candidate must be able to interpret specific legislation and regulations and be able to apply that knowledge to the ongoing management of EO.

Ability to work alone, or as part of a small team, with minimal supervision and in an unfamiliar environment, to establish and maintain policy and governance processes to satisfy both USN and Commonwealth requirements. Be a respected representative of the Commonwealth, willing and able to represent and advance our interests both within the JPO and to the wider USN and industry participants.

If you are someone who:

- Enjoys supporting challenging and highly complex activities.
- Is creative, pragmatic and solutions-focussed.
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Tracy Best, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6E97D89D-2E14-9C4E-F4CD-E4

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Defence

Vacancy VN-0763067

Department of Defence

Closing Date:Monday 29 September 2025

Defence Digital Group
Military Systems

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/07571/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7B5D19CB-9307-E4CA-9D11-E43530A662BF

Duties

The Role

Please note there are multiple roles available in this branch and we will be establishing a merit pool for this recruitment process.

The Project Manager role exercises a considerable degree of independence and perform a leadership role. They will exercise sound decision-making and judgement to provide expert policy advice. They will have in-depth knowledge of the Project Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that affect strategic, political or operational outcomes for Defence.

The Project Manager role will be accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. You will manage a team. They will develop and implement work plans, set performance indicators, and review individual, team and business performance.

One of our EL 1 Project Manager roles will lead the Business Transformation transition function within the Business Transformation team of the Defence Secret Environment Delivery Branch. This role will be accountable for leading and managing the transition of business processes, systems and organisational structures in a programmatic approach and align organisational changes across projects and the program.

This role requires the development and implementation of transformation goals and to execute transition plans. It will also oversee the implementation and adoption of our Defence Digital Group new ways of working. The role will lead the development and delivery of organisational change strategies and adoption of new processes to achieve business outcomes. The role also requires forward planning and thinking, as well as experience in communications.

One of our EL 1 Project Manager roles will require you to lead a team that delivers outcomes for the Defence Secret Networks team within the Defence Secret Environment Delivery Branch. This role will be accountable for specific project outcomes for this team as well as being accountable to consider the broader Defence Secret Environment (DSE) Program requirements.

This role requires strong internal and external stakeholder engagement, it will also be accountable to driving the successful delivery of a comprehensive document suite, including oversight of review, development, and end-to-end ownership of all related materials. Strong vendor management and commercial acumen is essential. It is expected that the role requires an in-depth understanding of Export and ITAR.

Both of the above roles will require a demonstrated understanding of the One Defence principles and the ability to apply them to foster collaboration, shared accountability, and enterprise-focussed outcomes across diverse stakeholders.

Please indicate in your application which role you are interested in.

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

About our Team

The DSED is part of the Military Systems Division in the Defence Digital Group (DDG). DSED will support the end-to-end uplift of the Defence Secret Environment, delivered through a major

program of works. Its delivery will be the most significant uplift to the Defence Secret Environments Information and Communications Technology Capability, ensuring Defence is ready to fight and win in the digital age.

The our work environment is dynamic and diverse with a strategy-led approach to shaping, delivering and sustaining Defence's technology landscape in a faster, more agile way. Our team is a collaborative, integrated workforce of ADF and APS.

DSED invests in its people to ensure everyone has the opportunity to work with great leaders and teams in a dynamic workplace. Every area in Defence has its own unique traits to offer and DSED presents experiences and opportunities you simply will not get anywhere else.

Our Ideal Candidate

The ideal candidate for this role will be a delivery focused project management professional with demonstrated experience in leading complex projects, through to closure. The expectations of the candidate include establishing effective governance arrangements, maintaining project schedules, managing scope, identifying and mitigating risks and issues, and overseeing financials to ensure alignment with strategic priorities and value for money outcomes.

Success in this role requires a strategic mindset, sound judgement and the ability to work effectively in high pressure environments. The successful application is expected to manage interdependencies, coordinate multiple stakeholders and provide clear, outcome driven leadership cross projects teams.

In addition to technical expertise, the role requires strong communication and influencing skills along with a commitment to capability uplift and continuous improvement. This individual is expected to contribute to a culture of accountability, knowledge sharing and high performance, and is recognised as a future leader who can support immediate project success and longer-term organisational goals.

Highly desirable:

- Qualifications in IT, Project Management, Cyber and STEM
- Knowledge/certifications: P3O, SAFe, PMP, PMI-PMBOK, Prince2, SixSigma
- Experience in Transition and Organisational Change Management in Defence

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Name Withheld, ddg.msddsedworkforce@resources.defence.g
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7B5D19CB-9307-E4CA-9D11-E4

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Defence

Vacancy VN-0763068

Department of Defence

Closing Date:Sunday 05 October 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Learning & Development Officer
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/07721/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B35C6CA1-95CD-F217-66D6-E4356A8D4C2A

Duties

The Role

You will work in a small team to support the planning, scheduling, development and delivery of training to a range of military personnel, including mentoring new military instructors. You will provide academic mentoring and instructional support to learners encompassing a variety of training methods including instructor-lead, facilitated learning, distance learning, and on-line self-paced learning packages. Classes will have up to 30 learners with training occurring in a classroom or outdoors. You will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve section, unit and Defence outcomes.

About our Team

The Defence Force School of Signals (DFSS), located in Macleod VIC, trains and develops Communications and Information Systems, Electronic Warfare, Signals Intelligence and Cyberspace Professionals in order to enable the Command Support and Information Warfare functions of the Australian Defence Force. You will work along-side military, APS and contracted personnel to deliver training to a variety of Defence personnel. You will be employed in Network Engineering Wing, which is responsible for the technical training of Defence telecommunications personnel in the areas of telephony systems, communications cabling and rigging, wide area network routing and switching systems, and radio frequency technologies including satellite, terrestrial line of sight and narrowband radio systems.

Our Ideal Candidate

Our ideal candidate will have:

- A high level of emotional intelligence and a passion for instructing, including experience in creating learning support material and the delivery of technical training in an adult learning environment.
- Excellent presentation and communications skills, with the ability to adapt technical language while facilitating training to a variety of learning styles.
- A background in RF telecommunications or ICT technologies, specifically:
    - The installation, operation and maintenance of VSAT or similar equipment, backed by a sound understanding of the principles of satellite communications; or
    - The installation and operation of HF, VHF, UHF handheld or vehicle mounted two-way radios, backed by a sound understanding of RF communications principles; or
    - The configuration and operation of LAN/WAN equipment, backed by a sound understanding of IP Networking, routing or switching concepts.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Andrew Woolley, 03 9290 2769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B35C6CA1-95CD-F217-66D6-E4

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Defence

Vacancy VN-0763080

Department of Defence

Closing Date:Thursday 16 October 2025

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Technical Director
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	$139,681 - $167,659
Future Merit Locations	Henderson
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	NSSG/07628/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5BC8C3DD-0DBC-28B2-B025-E435333577E4

Duties

The Role

The Technical Director WA will be required to work in a complex operating environment as part of the NCB. The position supports the implementation and delivery of continuous shipbuilding and will be an integral part of the Technical area within NCB, responsible for leading project acceptance teams. This role directly supports the Principal Engineer with requirements of the Authorised Engineering Organisation.

The key responsibilities for the position are:

- Technical Assurance.
- People Management.
- Stakeholder Management.
- Build Capability.

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

About our Team

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW.

NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in service by Navy.

Our Ideal Candidate

The preferred candidate will have the following experience and qualifications gained in a maritime environment:

- Demonstrated competency and knowledge related to construction, design, upgrade and operation of naval warships and or commercial shipping.
- Experience in a systems engineering environment including system design plus verification and validation activities.
- Experience in the management of quality assurance teams.
- Ability to absorb, assess and provide direction regarding technical matters across a broad range of subject matters, in conjunction with SME support/input.
- A good understanding of technical certification of platforms/systems for use (Seaworthiness, Safety and Legislative Compliance) and Test and Trials processes.
- Experience in the survey of maritime platforms.
- Experience in leading technical teams, including mentoring of technical staff.
- Strong at building networks with key stakeholders across multiple organisations and utilising these networks to problem solve, communicate and collaborate to achieve both organisation specific and shared outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Dr Astrid Barros, 08 6159 8322
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5BC8C3DD-0DBC-28B2-B025-E4

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Defence

Vacancy VN-0763088

Department of Defence

Closing Date:Sunday 28 September 2025

Defence Science and Technology Group
Research technology and Operations

Job Title	Digital Research Service Management Operations Sepecialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$120,303 - $135,701
Future Merit Locations	Edinburgh
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07524/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=01AB0646-9DA3-CC46-C5BC-E43533B88073

Duties

The Role

The Scientific Computing (SC) branch enables and accelerates Defence science and technology research and protects assets in DSTG's digital research environments. SC does this by provisioning and supporting scientific computing infrastructure that is well managed, sustainable and scalable; continuing to invest in innovative centralised digital research infrastructure and services, while divesting commodity distributed ICT infrastructure and services; and developing new Scientific Computing practices and technologies.

As the Research Service Management Service Operations Specialist, you will lead a team, which ensures a high-level of integration, continuity and consistency of services in support of the Defence Digital Sciences research capability.

Specifically relating to effective and efficient research ICT Service Operations, continuous improvement and process and workflow automation using a range of service management frameworks, applications and practices. You will use your expertise to maintain and evolve these to meet rapid demand and change as the organisation's demand changes. You will lead a team, which ensure Digital Science services are accessible, efficient and effective in enabling researchers to use the complex computing capabilities provided for Defence scientific research.

About our Team

You work closely with a peer who is responsible for Service Delivery and will lead a team of specialists who have expertise in ICT Service Management practices such as ITIL, IT4IT, Agile Service Management, COBIT and DevOps. Together you will deliver and operate the provision of scientific ICT services developed and customised to enable scientists and researchers to get on with their job with digital science ICT being the indispensable means of achieving their outcomes.

In the Defence Science and Technology (DST) Group, you will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for home-based work.

Our Ideal Candidate

We are looking for someone who is passionate about the researcher experience, can innovate to improve the ways research ICT services can be delivered and can build on the existing platforms in use to further enhance service operations. You will support Digital Science, Scientific Computing and Super Computing Branches service delivery to provide relevant scientific ICT services, which deliver outcomes with influence. You will inspire and guide a dedicated team of scientific ICT professionals to make sure the practices deliver the outcomes, which can make a difference for Defence research. You will be passionate about ICT Service Management and you want to break new ground to innovate this discipline for a specialised research organisation.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Researcher - Computational Science, Data Science & Autonomy position requires:

- Academic qualifications in one or more of the following related fields of research; or
- Relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4007 Control Engineering, Mechatronics & Robotics

Division 46 – Information & Computing Sciences

4601 Applied Computing

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

4612 Software Engineering

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4903 Numerical & Computational Mathematics

Notes

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

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To Apply

Position Contact	Steven Bird, 0412 370 347
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=01AB0646-9DA3-CC46-C5BC-E4

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Defence

Vacancy VN-0763103

Department of Defence

Closing Date:Sunday 05 October 2025

Defence Science and Technology Group
Land and Integrated Force

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Edinburgh SA, Fishermans Bend VIC
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Edinburgh, Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/07120/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B6536672-2771-0FF5-7317-E435333EB5A5

Duties

The Role

Land & Integrated Force Division is seeking a highly motivated individual to join the Program Management Office (PMO) team. As an APS6 Project Manager within the PMO, you will be accountable under broad direction to perform and achieve complex project management work in support of projects within the Division. You will work to continue the development and maturity of the Division’s PMO practices and processes in compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

We are seeking applications from high-performing individuals who have strong interpersonal and communication skills. You will work independently and as part of a small team, exercising both initiative and judgement in the interpretation of policy and in the application of practices and procedures. You will provide detailed project management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

Broadly, the responsibilities of this role will include (but are not limited to):

- Assist with building project management knowledge across the division through establishing processes and providing training as applicable;
- Assist with a range of project activities and coordination of project inputs in accordance with organisational practices, methods and standards as required;
- Provide guidance on project management technical and administrative activities, procedures and practices in line with relevant legislative and local policy requirements;
- Establish best practice and look for continuous improvement opportunities;
- Build and maintain effective stakeholder relationships to identify, respond and provide advice on issues to achieve project outcomes;
- Assist with monitoring and reporting of divisional project performance (scope, schedule, budget, risk and resources), preparing briefs and submissions for senior management and governance forums;
- Ability to understand, analyse, identify solutions to complex project management queries, and identify matters that require escalation.

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

About our Team

Land and Integrated Force Division delivers the innovation, science and technology programs in support of the Land and Joint domains. The team is responsible for understanding the highest priority S&T problems and challenges across the relevant Defence stakeholders and developing an integrated, balanced set of S&T programs to address these challenges.

Land and Integrated Force Division focuses on the following areas:

- Land Platforms
- Land System Integration, including Long Range Fires
- Defensive CBRN
- Special Operations

- Joint Operations Science & Technology
- Guided Weapons Explosive Ordnance
- Force Design & Integration
- Logistics & Health
- Strategic and Asymmetric Effects

Our Ideal Candidate

We are looking for someone who is a strong team player with a passion to contribute and drive a high performing team culture; the ability to demonstrate excellent attention to detail, high-level organisational skills, proactive and shows initiative.

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

- Ability to be an effective team member and build a positive culture;
- Highly effective interpersonal written and oral communication skills, including strong emotional intelligence, resilience and adaptability;
- Demonstrate ability to influence, negotiate and collaborate with stakeholders at all levels;
- High level of organisational skills, self-drive and initiative
- Ability to respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables
- Project management experience and the ability to develop and interpret project, financial and risk documentation under limited direction (preferably in Defence environment).

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Angela Zanette, 08 8131 9554
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B6536672-2771-0FF5-7317-E43

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Defence

Vacancy VN-0763108

Department of Defence

Closing Date:Sunday 12 October 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Technical Publications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/07637/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5C6DE721-C09C-722F-163E-E4356AC5692A

Duties

The Role

The SEA5000 Hunter Class Frigate Branch Technical Publications Officer will provide support to the delivery of the Technical Publications Program for the Hunter Class Frigate, through assisting with the management of the review and approval of Technical Publications and ensuring that they are delivered and ultimately accessible to the personnel on the HCF. This is an exciting opportunity to be part of the delivery of a critical element of the Hunter Class Frigate.

SEA5000 Hunter Class Frigate Branch is seeking a committed and confident individual to undertake the APS6 Technical Publications Officer position, who will be responsible for assisting the HCF Integrated Logistics Support Team in activities such as;

- Assisting with the management of the review and approval of Technical Publications
- Assisting with the management of the review and approval of other contract data deliverables
- Developing and providing reports on the status of the review and approval of Technical Publications
- Liaising with internal and external stakeholders on the delivery of the technical publications program
- Participating and liaising with various Working Groups and forums

About our Team

The Hunter Class Frigate (HCF) will be one of the most advanced warships in the world with cutting edge technology and capabilities. As Australia’s largest shipbuilding project, HCF provides the foundation for Continuous Naval Shipbuilding in Australia.

We are working with experts from the UK, USA, Canada and Europe to provide six frigates optimised for anti-submarine warfare to the Royal Australian Navy. The frigates are being constructed at the Osborne Naval Shipyard, South Australia utilising the latest production technologies.

You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees’ working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

Our ideal candidate is a highly organised and detail focused individual. They are proactive problem solvers who can manage competing priorities while maintaining high standards of security, safety and confidentiality.

Above all, they demonstrate integrity, reliability and commitment to supporting Defence capability through their role in delivering the HCF Publications Program.

Key attributes and experience we are looking for:

- Experience in technical writing/authoring or in the management of a technical publications program
- Excellent interpersonal skills, sound technical verbal and written communication abilities
- Ability to review and assure the quality of work undertaken by others
- Ability to exercise knowledge and compliance with legislative frameworks
- Strong Organisational and time-management skills
- High attention to detail and accuracy
- Ability to work both independently and in a team

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	HCF Workforce Team, nssg-msccs-hcf.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5C6DE721-C09C-722F-163E-E4

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Defence

Vacancy VN-0763109

Department of Defence

Closing Date:Sunday 12 October 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Commercial and Finance Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	NSSG/07688/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CE11917E-E3FC-6230-F259-E4356B1357C4

Duties

The Role

As the Hunter Class Frigate Commercial and Finance Director, you will play a critical leadership role in Defence's most complex warship acquisition program. You will lead high-level finance and contract management functions, providing expert advice on procurement, policy, commercial and finance matters. Operating within established legislative and policy frameworks, you will manage a diverse team of professionals across finance and commercial disciplines, from graduates to senior staff. You will be responsible for planning, resourcing, and delivering business outcomes, while driving continuous improvement and aligning work with strategic objectives.

This role requires initiative, sound judgement, excellent relationships management, and the ability to manage multiple competing priorities in a dynamic environment. You will foster collaboration, guide performance, and build strong stakeholder relationships to support program success. If you are a strategic thinker with deep commercial and financial expertise, and a passion for contributing to national capability, we encourage you to apply.

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

About our Team

The Hunter Class Frigate (HCF) is one of the world's most advanced warships, and the project is Australia's largest shipbuilding project. The HCF program provides the foundation for Continuous Naval Shipbuilding and is bringing together global expertise from the UK, USA, Canada, Europe, and Australia to solve complex design and construction challenges.

The HCF program has introduced new approaches to Defence project and engineering management. Whilst built on traditional systems engineering and contract management approaches, Defence and the shipbuilding industry are evolving to meet the demands associated with growing and sustaining a skilled, sovereign workforce.

As a member of Team Hunter, you will be contributing to a high-impact, national capability, while fostering innovation and collaboration, and demonstrating decisive leadership. As an Australian Public Servant in Defence, you will benefit from flexible working arrangements, generous conditions, and a competitive remuneration package, including 15.4% superannuation, as outlined in the Defence Enterprise Agreement.

Our Ideal Candidate

We are seeking a dynamic and experienced person to lead critical Commercial and Finance functions in a complex and fast-paced environment. The ideal candidate will have previous

experience in an acquisition category (ACAT) 1 program and bring strong commercial and financial acumen. They will have proven leadership abilities across finance and contract management, and a demonstrated ability to deliver in a complex, ambiguous environment.

They will be highly organised, resilient, and capable of managing blended teams consisting of APS, military, external service providers and industry personnel. Strong stakeholder engagement, negotiation and influencing skills are essential, along with a demonstrated ability to work independently and with integrity. Previous experience in an alliance or collaborative contracting environment is highly valued. The successful candidate will be a leader who thrives in a high-tempo environment, fosters a positive team culture, and understands Defence's mission and legislative frameworks.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	HCF Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CE11917E-E3FC-6230-F259-E43

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Defence

Vacancy VN-0763115

Department of Defence

Closing Date:Thursday 09 October 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$120,303 - $135,701
Future Merit Locations	Rockingham
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/07588/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6166B1DD-CD21-E591-41DA-E4356BAAC646

Duties

The Role

We are seeking highly motivated individuals to fill the role of EL 1 – Commercial Manager within the Submarines Division of the Naval Shipbuilding and Sustainment Group.

In this role, you will exercise a degree of independence and build strong relationships with stakeholders across the Submarine Enterprise. You will work productively and collaboratively in a multidisciplinary environment, delivering competing and time critical commercial outcomes in support of complex activities across the entire procurement lifecycle.

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

About our Team

Submarines Division is within the Department of Defence's Naval Shipbuilding and Sustainment Group. Submarines Division exists to deliver enduring, potent and credible submarine capability vital to Australia's national security. The Submarine capability we deliver includes the submarines themselves, their support systems and the associated sovereign industrial base.

The Commercial team supports the commercial needs of the Submarines Division including conducting complex procurements and contracting activities, contract management and commercial management of complex risks and issues. The team works closely and collaboratively with the Australian Submarine Agency and major Defence industries.

The Division works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation. You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities.

You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au

Our Ideal Candidate

The successful candidate will work closely with a diverse range of stakeholders to achieve commercial outcomes that enable the delivery of submarine capability. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidate will demonstrate the following:

- A high standard of professionalism, integrity, discretion and sound judgement.
- An ability to interpret and apply legislation, regulation, policies, procedures, standards, corporate objectives, instructions and other material to deliver complex commercial outcomes.
- Being accountable for managing allocated resources, setting work area priorities and developing strategies.
- An ability to manage and be accountable for contract administration, performance and risks and take appropriate action.
- An ability to build and sustain strong relationships with internal and external stakeholders.
- Ability to lead and manage a team, set work priorities, manage workflows and set clear performance and behaviour standards

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	NSSG Submarine Workforce Management, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6166B1DD-CD21-E591-41DA-E4

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Defence

Vacancy VN-0763125

Department of Defence

Closing Date:Thursday 09 October 2025

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	ICT Security Specialist
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$120,303 - $135,701
Future Merit Locations	Fishermans Bend
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DSTG/07732/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F378D5CA-B66C-EE88-D315-E4356C8446DD

Duties

The Role

You will work in a dynamic environment to provide effective ICT security solutions, including security compliance, security audits and security education to support DSTG outcomes that impacts Defence capability.

Role includes:

- Interpret security policy to create and maintain ICT authorisation documentation artefacts to achieve and retain ICT accreditation for multiple Information Systems.
- Responsible for robust ICT security assurance through the conduct of continuous monitoring activities within strict timeframes.

- Identify, document, and control cyber security risks associated with the Information Systems under your purview, ensuring the continued confidentiality, integrity, and availability of each system.
- Responsible for management and execution of cyber security incident response activities and documentation.
- Effectively communicate complex concepts, risks, and ICT security requirements to the system owner, managers, peers, and other stakeholders.
- Perform as an ICT security subject matter expert.
- Assisting the Facility Security Manager with management of a secure facility.
- Effectively manage workloads, prioritise tasks and meet deadlines to deliver outcomes.
- Perform out of hours On Call responsibilities requiring reliable transportation due to work site attendance required within a minimum timeframe.
- Travel interstate when required.

This exciting opportunity will expose you to a diverse range of activities, ICT system implementations, management duties and facilities. We will support you in your professional development and provide training and networking opportunities regularly.

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

About our Team

Join a dynamic and integrated team that is committed to innovating, learning and collaborating to deliver a critical service to Defence. We integrate inputs from DSTG’s emerging and critical technology analysts, intelligence technology analysts, and international partner collaborations in technology foresight, to provide advice to Defence on Innovation, Science & Technology (IS&T) threats and opportunities from disruptive technologies.

We operate in a classified environment and provide Physical security, ICT security, workplace health and safety, and infrastructure support for DSTG’s research facilities. This enables the Research & Development (R&D) projects conducted by DSTG scientists to develop technology for advanced Defence capabilities. We also advise and support the R&D projects provided by industry, academia and other external research organisations for the program. Our team grips up the various projects, to concentrate on the overall program to operationalise R&D and realise impact for Defence capability.

Our Ideal Candidate

Our successful candidate will possess skills and experience in some of the following areas:

- International standards including National Institute of Standards and Technology 800-53.

- Performing vulnerability management, identifying and defending against threats and continuous monitoring of information technology environments.
- Analysis of information systems logs identifying security vulnerabilities and recommending actions to remediate.
- Comfortable operating independently with minimal supervision or as part of a collaborative team.
- Strong interpersonal, oral and written communication skills with the ability to produce high quality documentation, high quality reports, correspondence and guidance to internal and external stakeholders.
- Proven experience in time management, planning and problem-solving skills with the ability to apply sound judgement to complete complex tasks within tight deadlines.
- Be flexible, adaptive and resilient in a fast-paced and sometimes changing environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Matthew Wong, 02 5131 6353
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F378D5CA-B66C-EE88-D315-E4

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Defence

Vacancy VN-0763143

Department of Defence

Closing Date:Thursday 09 October 2025

Defence Science and Technology Group
Platforms

Job Title	Discipline Leader - Multi-spectrum Sensing
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$139,681 - $167,659
Future Merit Locations	Fishermans Bend
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07594/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FC91B238-4364-DB2E-E259-E4356E2239FA

Duties

The Role

As the Discipline Leader Multi-spectrum Sensing, you will nurture, lead and be responsible for a multidisciplinary team, comprising APS staff, embedded contractors and collaborative academic partners.

Your role will be to undertake and deliver innovative research and transit research outcomes for ADF applications, primarily in the areas of multi-spectrum sensing supporting asymmetric Defence capabilities.

The Discipline Leader will:

- Provide scientific leadership to DSTG research activities in multi-spectrum sensing, including leading the current focus areas of active materials and rapid broad-area inspection, and anticipating and preparing for future S&T needs in support of asymmetric Defence capabilities;
- Establish collaborative opportunities within the broader S&T enterprise on priority areas for Defence, building relationships with internal and external partners across academia, industry and Government.
- Supervise, develop and mentor staff in multi-spectrum sensing discipline; and provide leadership in promoting a culture of inclusiveness, collaboration and open communication;
- Manage discipline activities through program planning, budget preparation, reporting, and developing and maintaining effective stakeholder relationships.
- Contribute into the leading and shaping of S&T capabilities for the Material State Awareness STC.

About our Team

Multi-spectrum Sensing is a discipline area within Material State Awareness STC, which consists four discipline areas including:

- Extreme Environment Sensor
- Multi-spectrum Sensing
- Integrated Materials & Structures Analysis
- Risk and Reliability

The Material State Awareness STC applies multidisciplinary science and engineering to deliver capabilities on multi-scale state-awareness, damage detections, and design and analysis of materials and structures, to improve the performance, safety and availability of ADF platforms. It accelerates the transition of advanced structural and functional materials into Defence capability through engagement with the broader S&T ecosystem to harness innovations in active materials, multi-spectral sensing, rapid broad-area inspection, design optimisation, advanced manufacturing analysis, critical minerals, and strength, life and behaviour predictions for materials and structures in extreme usage environments.

The current focus areas of the Multi-spectrum Sensing include active materials and rapid broad-area inspection.

Our Ideal Candidate

Our ideal candidate is expected to have demonstrable:

- Deep scientific knowledge on multi-spectrum sensing, including, or transferrable to, active materials and rapid broad-area inspection;
- Ability to identify and develop innovative S&T capabilities to meet future S&T needs in the areas of multi-spectrum sensing in support of asymmetric Defence capabilities;
- Skills to effectively supervise, develop and motivate staff, and to cultivate a positive working environment;
- Ability to effectively communicate with a variety of stakeholders, for the purposes of advocating S&T capabilities, reporting research outcomes, negotiating and managing expectation, and shaping future directions relevant to the multi-spectrum sensing discipline;
- Ability to recognise, forge and sustain productive collaborations in a broad S&T eco-system, to deliver innovative solutions;
- Commitment to workplace safety.

Eligibility

Security Clearance:

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

Mandatory Qualifications

The S&T6/EL2 Discipline Leader - Platform Systems position requires:

• academic qualifications in one or more of the following related fields of research; or

• relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 31 – Biological Sciences

3199 Other Biological Sciences

Division 34 – Chemical Sciences

3403 Macromolecular & Materials Chemistry

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

Division 49 – Mathematical Sciences

4901 Applied Mathematics

Division 51 – Physical Sciences

5103 Classical Physics

5104 Condensed Matter Physics

Notes

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To Apply

Position Contact	David Blunt, 03 9344 3053
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FC91B238-4364-DB2E-E259-E4

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Defence

Vacancy VN-0763164

Department of Defence

Closing Date:Thursday 09 October 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Security Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$120,303 - $135,701
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/07731/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C86C124C-AAB9-A21C-152B-E435A6AFC27B

Duties

The Role

As a senior role within Air Combat Systems Program Office (ACSPO), this position is responsible for providing strategic, operational and tactical security governance, management and advice. The Security Manager will be accountable for monitoring and proactively managing the F-35A strategic security environment. Additional responsibilities will also include developing, implementing and managing ACSPO Security Standing Orders, management of industry participants requiring Defence Industry Security Program (DISP) membership for F-35, and governing the security framework with a focus on achieving the required capability delivery outcomes. This includes identifying and managing security risks from tactical through to strategic, and ensuring all security incidents are investigated and reported. The position is also responsible for perform the Communication Intelligence Security Officer role for ACSPO and F-35 Defence Industry personnel.

This position has people management responsibility and, as such, you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team. As the leader of the ACSPO Security Team, you will be responsible for your team outcomes for following functions: Security Officer and Government SAP Security Officer.

The Security Manager will work collaboratively with all security stakeholders to maintain the F-35A security framework that meets Australian and global F-35 Program requirements. We are looking for someone with initiative, strong organisational skills, and ability to work independently and respond appropriately to pressures and changing priorities. This person will also have excellent interpersonal and communication skills, and a passion for efficient and effective security management practices and procedures. We operate in a new, complex and constantly changing environment where we actively adapt to come up with innovative solutions and influence our stakeholders to achieve business outcomes.

To be successful in this role you will need to be flexible, demonstrate significant experience in the provision of high quality security advice at the strategic level, be enthusiastic and self-motivated, and thrive on producing quality work in a fast paced and complex environment.

The position will be required to undertake restriction duty on a regular and periodic basis.

About our Team

ACSPO organisationally sits in the Aerospace Combat Systems Branch in CASG, within the Department of Defence. ACSPO is the aviation asset management in-service support agency for the Australian F-35A Lightning II Air System. ACSPO engages with local, regional and international Enterprise partners and suppliers of the F-35 Global Program; consisting of both foreign governments and industry, to provide sustainment support for the Capability Manager, the Royal Australian Air Force.

ACSPO is based at RAAF Williamtown in NSW and supports the Australian F-35A Fleet. The F-35A aircraft are based at RAAF Williamtown and RAAF Tindal in the Northern Territory. The primary focus for ACSPO is governing across the Australian F-35A Air Combat Capability. This includes the ongoing management, execution and continuous improvement of the various governance frameworks, processes and procedures in order to provide leading aviation asset management.

Our Ideal Candidate

You will be a seasoned security leader with a deep understanding of Defence security frameworks with demonstrated experience in leading security teams and advising senior leadership in sensitive environments. You will bring advanced knowledge of risk assessments, security protocols, and policy interpretation while thriving in environments that demand both independent initiative and collaborative teamwork. Proactive in anticipating emerging threats you balance

analytical rigor with strategic foresight. You not only deliver robust security outcomes independently but also contribute significantly to collective team performance, ensuring that Defence operations remain secure and resilient in an ever-evolving landscape.

The successful candidate must be able to demonstrate:

- Technical Security Expertise
- Regulatory & Policy Acumen
- Autonomous Decision-Making & Strategic Judgement
- Communication & Stakeholder Engagement
- Team Leadership & Coaching
- Analytical & Problem-Solving Skills

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Mrs Zoraya Bowen, 02 9359 1280
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C86C124C-AAB9-A21C-152B-E4

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Defence

Vacancy VN-0763165

Department of Defence

Closing Date:Thursday 09 October 2025

Defence Science and Technology Group
Platforms

Job Title	Senior Autonomous Systems Research Engineer
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC, Edinburgh SA
Salary	$120,303 - $135,701
Future Merit Locations	Fishermans Bend, Edinburgh
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07735/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B9438FB7-5E4D-C7C8-42E8-E435A6AB281F

Duties

The Role

We are seeking a talented and motivated individual to join our team as a Senior Autonomous Systems Research Engineer and contribute to Defence outcomes through the development of trusted autonomy for Uncrewed Aerial Systems (UAS) and other domains. As part of a collaborative team of scientists, engineers, and technicians, you will deliver scientific outcomes and informed advice to enhance the capability provided by Autonomous Collaborative Platforms (ACP) both now and into the future. Under limited guidance, you will integrate trusted autonomy technologies such as artificial intelligence (AI), machine learning (ML), and mission-driven automation into real-world autonomous systems to achieve impact.

You will work within a multi-disciplinary team to develop, simulate, and trial aerial autonomous vehicles for operations in complex and contested environments. We offer a supportive and collaborative work environment, work-life balance, professional development opportunities, and recognition. We are committed to building a diverse team and fostering a culture of inclusivity and respect.

Key Responsibilities:

- Develop and experiment with advanced defence autonomous system concepts in simulation and transfer them to real-world UAS to demonstrate capability in field trials.
- Support your Discipline Leader to maintain strategic program alignment that integrates across the STC and MSTC.
- Provide subject matter expert advice in support of Integrated Investment Plan projects.

About our Team

The Aerial Systems Autonomy Strategic Research Area is at the forefront of developing cutting-edge Uncrewed Aerial Systems (UAS) technologies for Defence. Our research team is dedicated to exploring and advancing the application of autonomy and flight systems to create advanced UAS capable of operating in complex and challenging environments.

Our research focuses on developing and demonstrating innovative capabilities, including alternate navigation technologies for operations in contested environments, multi-robot collaborative teaming, advanced sensing and responsive decision-making, and novel flight system technologies. Our team's work informs current priority Australian Defence Force (ADF) acquisitions and enables concept exploration of its future needs.

Joining our team means being part of a dynamic and supportive research environment, where you will have the opportunity to work with leading experts in the field and contribute to ground-breaking research and development projects. We are committed to fostering a culture of innovation, collaboration, and continuous learning, and we welcome candidates from all backgrounds who share our passion for advancing UAS technologies for Defence. At our organization, we value diversity, inclusivity, and work-life balance, and provided opportunities for professional development and growth. If you are looking for a challenging and rewarding career in a supportive and collaborative work environment, we encourage you to apply for a role with our team.

Our Ideal Candidate

We welcome candidates who are passionate about developing trusted autonomy technologies for Defence applications. While we value relevant skills and experience, we encourage applicants who may not fully match the role description to still apply.

The most important qualities we are looking for are:

- Skills in computer science or engineering, with a focus on integrating autonomy capabilities into UAS in relevant challenging environments.
- A history of delivering valuable S&T projects.
- A commitment to continual learning.
- Experience in developing and sustaining sound relationships and collaborations within Defence, industry, academic, and international partners.

We encourage applicants from all backgrounds, including those who are underrepresented in our industry. We welcome applications from all qualified candidates and are committed to providing reasonable accommodations upon request.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Researcher - Computational Science, Data Science & Autonomy position requires:

- academic qualifications in one or more of the following related fields of research; or
- relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 - Engineering

4007 Control Engineering, Mechatronics & Robotics

Division 46 - Information & Computing Sciences

4601 Applied Computing

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

4612 Software Engineering

4699 Other Information & Computing Sciences

Division 49 - Mathematical Sciences

4903 Numerical & Computational Mathematics

Notes

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

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To Apply

Position Contact	Kent Rosser, 0409 927 881
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B9438FB7-5E4D-C7C8-42E8-E4

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Defence

Vacancy VN-0763180

Department of Defence

Closing Date:Thursday 09 October 2025

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officers
Job Type	Full-Time, Ongoing
Location	Darwin NT, Tindal NT, Townsville QLD
Salary	$86,887 - $93,066
Future Merit Locations	Darwin, Tindal, Townsville
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/07638/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=49A33BEE-31E4-888B-174A-E435A8A8F35E

Duties

The Role

Are you ready to take on a role where no two days are the same? Where your work directly supports critical operations, enables capability, and helps shape the future of Defence?

We are looking for dynamic, solutions-focused individuals to join our high-performing teams as Base Support Officers in remote locations including Darwin and Tindal NT and Townsville QLD. Base Support Officers are at the heart of keeping Defence sites running safely, securely, and effectively.

These roles provide critical on-the-ground support to ensure Defence bases operate smoothly, while also being ready to respond when things don’t go to plan. They also play a key role in supporting Defence exercises and operations, which could include facilitating access to training areas or ensuring essential services are in place for deployed personnel.

Our teams are responsible for supporting Defence’s response to critical incidents and high-risk weather events, ensuring our sites are safe, secure and resilient. Whether it’s preparing for bushfire season, responding to flood impacts, or supporting emergency exercises, our people play a vital role in managing risks and protecting Defence capability.

You’ll work closely with Defence personnel, contractors and other government agencies to ensure essential services are delivered, infrastructure is maintained and future needs are being planned for. It’s fast-paced, people-focused work with a strong sense of purpose.

As a Base Support Officer, you will utilise your key strengths to build strong relationships across military, civilian and contractor stakeholders, with a shared focus on the sustainable management of the Defence Estate to support the efficient delivery of services across the Base Support Area.

The Base Support Officer role is essential in maintaining day to day operations which include, but are not limited to; stakeholder engagement, infrastructure, facility and estate management, safety and security on base, execution of base activities and plans relating to work health and safety, security, emergency management, issues arising from natural disasters and high risk weather season events, support to Defence exercises and operations and management of base resources.

About our Team

Northern and Central Zone is a branch of Service Delivery Division within the Security and Estate Group. Service Delivery Division is at the forefront of enhancing Defence capabilities and personnel readiness through innovative service delivery and support mechanisms.

Our work directly contributes to the operational excellence and welfare of Australia's Defence force, offering unparalleled opportunities to make a meaningful impact. Northern and Central Zone is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence estate.

Northern and Central Zone is instrumental in facilitating critical Defence exercises and operations, focused on optimising support for the ADF. Northern and Central Zone manages the most significant and largest training areas and ranges in Australia, enabling substantial multinational and bilateral exercises such as Pitch Black and Talisman Sabre. We provide essential, on-the-ground services and support to Defence personnel at locations throughout Queensland, the Northern Territory and the Kimberley region in Western Australia.

Our Ideal Candidate

We’re looking for people who are adaptable, solutions-oriented, and calm under pressure. You will be someone who can think on your feet, work collaboratively across a wide range of stakeholders and bring a strong customer service mindset to everything you do. Our ideal candidate is proactive in managing risks and safety, comfortable in an operational environment and ready to respond when incidents or issues arise.

Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture.

The skills that we seek in you:

- Well-developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders.
- The ability to work collaboratively with various military, civilian and contractor stakeholders, but can also take ownership of their own work.
- Demonstrated ability to think critically, identify issues and contribute to the delivery of continuous improvement activities.
- The ability to research policy and procedures to determine practical outcomes that achieve the objective.
- The ability to identify and anticipate stakeholders' needs and expectations to achieve outcomes.
- A customer service mindset with a solution focused approach.
- Calm and adaptable, especially during high-pressure situations.
- Comfortable working as part of a team and building strong relationships with Defence personnel, industry partners, and other stakeholders.

In turn, we will provide you with the following:

- Remote locality benefits including additional leave and allowances.
- Annual leave of 20 days per year.
- Christmas stand down (a paid break during the Christmas and New Year period in addition to standard leave).
- Competitive salary and performance-related salary progression for eligible employees.
- 15.4% superannuation.
- Standard hours of 37.5 hours per week.
- Negotiated flexible work arrangements.
- Ongoing training and development.
- Personal/Carer’s leave of 15 days per year.
- An additional day of leave per calendar year in addition to regular leave.
- A range of Parental and Reservist leave.
- Several health, well-being, diversity and inclusion networks.
- Defence Employee Assistance Program provided by Converge International.

We are looking for enthusiastic people to join our team immediately. Working in a remote location offers unique opportunities and exposure to a range of Defence capabilities that may not otherwise be available. These roles are ideal for energetic and motivated individuals focused on ongoing self-improvement and professional development. A Merit Pool of suitable candidates will also be created for future placement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Prue Lane, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=49A33BEE-31E4-888B-174A-E4

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Defence

Vacancy VN-0763191

Department of Defence

Closing Date:Thursday 09 October 2025

Security and Estate Group
Service Delivery Division

Job Title	Assistant Base Manager
Job Type	Full-Time, Ongoing
Location	Townsville QLD, Larrakeyah NT, Tindal NT
Salary	$95,187 - $108,734
Future Merit Locations	Townsville, Larrakeyah, Tindal
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/07769/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3E547672-75B1-B862-114A-E435AA3CC656

Duties

The Role

Are you ready to lead in a role where no two days are the same? Where your leadership directly supports critical operations, enables capability, and helps shape the future of Defence?

We are seeking dynamic, solutions-focused leaders to join our high-performing teams as Assistant Base Managers in remote and regional locations including Darwin and Tindal NT, and Townsville QLD. As an Assistant Base Manager, you will play a pivotal role in the strategic and operational management of Defence bases, ensuring they remain safe, secure, and capable of supporting Defence's mission.

As an Assistant Base Manager, you will:

- Lead and manage multidisciplinary teams, providing direction, support, and performance oversight to ensure high-quality service delivery across base operations.
- Foster a positive team culture, promoting collaboration, accountability, and continuous improvement.
- Mentor and develop staff, identifying training needs, supporting career development, and building capability within the team.

- Coordinate and oversee base support services, ensuring alignment with Defence priorities and operational requirements.
- Provide strategic advice to senior stakeholders on base operations, infrastructure planning, and risk management.
- Manage and lead responses to critical incidents, high-risk weather events, and emergency situations, ensuring continuity of operations and protection of Defence capability.
- Support and represent the Base Manager, acting as delegate when required, and contributing to the development and implementation of base-level strategies and plans.
- Coordinate support to Defence exercises and operations, including the facilitation of access to training areas and the provision of essential services to deployed personnel.
- Build and maintain strong relationships with Defence personnel, contractors, and other government agencies to ensure seamless service delivery and future planning.

Assistant Base Managers provide leadership and coordination across Defence bases. You will be responsible for developing and leading high performing teams who ensure the day-to-day safe and secure operations of Defence sites. They are the eyes and ears on the ground, ensuring the smooth running of base operations, managing critical incidents, supporting Defence activities and exercises, and working closely with a broad range of stakeholders, including Defence personnel, service providers, contractors, and local communities.

Assistant Base Managers are problem solvers, trusted advisors, and personnel managers who help ensure Defence sites are safe, secure, and ready to respond to any challenge, from supporting Defence exercises and operations to managing the impacts of severe weather or critical incidents.

About our Team

Northern and Central Zone is a branch of Service Delivery Division within the Security and Estate Group. Service Delivery Division is at the forefront of enhancing Defence capabilities and personnel readiness through innovative service delivery and support mechanisms. Our work directly contributes to the operational excellence and welfare of Australia's Defence force, offering unparalleled opportunities to make a meaningful impact. Northern and Central Zone is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence Estate.

Northern and Central Zone is instrumental in facilitating critical Defence exercises and operations, focused on optimising support for the ADF. Northern and Central Zone manages the most significant and largest training areas and ranges in Australia, enabling substantial multinational and bilateral exercises such as Pitch Black and Talisman Sabre. We provide essential, on-the-ground services and support to Defence personnel at locations throughout Queensland, the Northern Territory and the Kimberley region in Western Australia.

Our Ideal Candidate

We are looking for leaders who are adaptable, solutions-oriented, and calm under pressure. You will be someone who can think on your feet and anticipate future challenges, work collaboratively across a wide range of stakeholders, and bring a strong customer service mindset to everything you do. Our ideal candidate is proactive in managing risks and safety, comfortable in an operational environment, and ready to respond when incidents or issues arise.

These roles require leaders to influence and drive a culture of safety, accountability and service excellence. Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture.

The skills that we seek in you:

- Demonstrated strong leadership capability with the ability to guide teams, influence stakeholders, and drive positive outcomes.
- People and team management with the ability to build team capability through coaching, feedback and mentoring in an operational or service delivery environment.
- Excellent communication and stakeholder engagement skills and the ability to build trusted relationships with Defence personnel, contractors, service providers, and community partners.
- Demonstrated ability to think critically and strategically, identify issues and drive continuous improvement activities.
- Confidently manage competing priorities while maintaining a focus on safety, security, and operational continuity.
- Understand the importance of customer service and delivering high-quality support to Defence personnel, with proven experience in anticipating stakeholders' needs.
- The ability to forward plan a workload and the agility to reprioritise at short notice.
- Resilient, adaptable, and comfortable working in fast-paced and complex operational environments.
- Confident managing risk and compliance in a large and complex estate environment.

In turn, we will provide you with the following:

- Remote locality benefits including additional leave and allowances.
- Annual leave of 20 days per year.
- Christmas stand down (a paid break during the Christmas and New Year period in addition to standard leave).
- Competitive salary and performance-related salary progression for eligible employees.
- 15.4% superannuation.
- Standard hours of 37.5 hours per week.
- Negotiated flexible work arrangements.
- Ongoing training and development.
- Personal/Carer’s leave of 15 days per year.
- An additional day of leave per calendar year in addition to regular leave.
- A range of Parental and Reservist leave.
- Several health, well-being, diversity and inclusion networks.
- Defence Employee Assistance Program provided by Converge International.

We are looking for enthusiastic leaders to join our team immediately. Working in a remote location offers unique opportunities and exposure to a range of Defence capabilities that may not otherwise be available. These roles are ideal for energetic and motivated people and operational leaders who are focused on ongoing self-improvement and professional development. A Merit Pool of suitable candidates will also be created for future placement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Prue Lane, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E547672-75B1-B862-114A-E43

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Education

Vacancy VN-0763177

Australian Research Council

Closing Date:Sunday 12 October 2025

Corporate and Enabling Services

Job Title	Chief Operating Officer
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Position is based in Canberra
Classification	Senior Executive Service Band 1
Position Number	SES25-001
Agency Website	www.arc.gov.au

Job Description

https://www.arc.gov.au/about-arc/careers-arc

ABOUT THE POSITION

This Chief Operating Officer (COO) is a key member of the Executive Leadership team of the ARC, and is responsible for leading the Corporate and Enabling Services Branch, ensuring alignment with key strategic objectives and compliance requirements. The Corporate and Enabling Services Branch consists of Finance, Human Resources, Legal Services, Governance and Information Technology.

The COO role requires a dynamic and adaptable leader with exceptional interpersonal and leadership capabilities. The successful candidate will demonstrate a proven track record of delivering results at a senior level, excellent judgement, and the ability to build trust and credibility with key stakeholders within the organisation and across government. Experience managing major organizational change projects will be highly regarded.

Duties

- Lead the ARC’s Corporate and Enabling Services Branch to shape and deliver the core functions and capabilities that support the agency’s performance across government and the research sector.

- Provide leadership, guidance, and direction to the Branch, encouraging shared purpose and contribution to the ARC strategic goals.
- Be a strategic change leader for the organisation, driving whole of organsiation change priorities.
- Ensure governance responsibilities are adhered to, and best practices are adopted in the delivery of projects and services by the branch.
- Represent the agency in public forums, negotiations, and meetings with external stakeholders.
- Promote collaboration within the ARC, other portfolio agencies including the Department of Education, and the wider Australian Public Service.
- Promote workplace practices consistent with ARC policy and in accordance with APS values and leadership behaviors.

Our Ideal Candidate

The Chief Operating Officer is a strategic and accomplished executive leader with extensive experience in operational management and organisational transformation. You possess a strong track record of driving change, enhancing performance, and aligning operations with strategic objectives in complex and evolving environments. You will have deep expertise in corporate services, and can demonstrate successful corporate leadership at senior levels.

You will be agile and forward-thinking, with the ability to navigate shifting priorities while maintaining focus on long-term goals. Your leadership style empowers and motivates staff and promotes resilience, responsiveness, and capability-building across the organisation.

With exceptional communication and interpersonal skills, you influence and negotiate effectively, represent the organisation with confidence in high-level forums, and foster collaboration across diverse teams and stakeholders. You are adept at managing risk, leading cross-functional initiatives, and cultivating productive relationships with government agencies, industry partners, and internal teams.

Above all, you are committed to delivering contemporary, professional, and efficient outcomes that support the organisation’s mission and strategic direction. You champion stewardship and integrity and live the APS Values.

Eligibility

To apply you must be an Australian citizen, and able to attain and maintain an NV1 security clearance.

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About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act), located within the Australian Government's Education portfolio, and reporting to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the NCGP. The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research. The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government, supporting research integrity and promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Indigenous Australian knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Beaumont&Beaumont, (02) 6126 4500
Agency Recruitment Site	https://www.arc.gov.au/about-arc/careers-arc

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Education

Vacancy VN-0763176

Department of Education

Closing Date:Monday 06 October 2025

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Perth WA, Adelaide SA
Salary	$125,220 - $138,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0489
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

As an Assistant Director (EL1) in the interim Australian Tertiary Education Commission (ATEC), you will lead key reforms shaping the future of higher education in Australia. These roles offer the chance to influence high-profile policy, manage small teams, and deliver impactful outcomes in a dynamic environment. ATEC is driving equity and skills-focused reform, working collaboratively with the sector and governments to respond to regional needs while advancing national objectives. Multiple vacancies are available, offering a unique opportunity to contribute to long-term transformation across Australia's tertiary education system.

Key priorities across the interim ATEC include:

- Implementing higher education funding reforms, including the Managed Growth and Needs-based Funding systems, to improve student access and success.
- Administering the $8 billion Commonwealth Grant Scheme supporting Australia's higher education providers.
- Allocating Commonwealth supported places (CSPs) to universities and providers to expand student participation.
- Developing policies and initiatives to support priority cohorts, including low SES, regional, remote, and First Nations students.
- Supporting the development of pricing approach for higher education funding.
- Designing and implementing new mission-based compacts, which includes extensive stakeholder engagement and policy development.
- Leading legislative design to establish the ATEC and other higher education reforms, including drafting and coordinating consultation with government and sector stakeholders.

- Enhancing higher education quality and standards through strategic policy advice and regulatory alignment.

Duties

In this role, your responsibilities may include:

- Providing policy advice to support the Commonwealth Grant Scheme and broader higher education funding, including CSPs, and the Managed Growth Funding System.
- Leading and managing programs, project planning and implementation, reporting and evaluation activities.
- Ensuring coordinated interaction between interim Commissioners across ATEC line areas, the Department, and portfolio entities to support cohesive policy implementation.
- Delivering secretariat functions for senior stakeholder meetings, including preparation of agendas, briefings and discussion papers.
- Driving stakeholder engagement activities, including consultation with internal and external stakeholders, senior executives and Commissioners.
- Overseeing the development of high-quality written materials, including policy documents, legislation material, briefings, and consultation papers, for the Minister, interim Commissioners, senior executives, and external stakeholders.
- Fostering an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team.

We are also seeking policy data analysts who will:

- Delivering quantitative analysis and policy advice to the interim ATEC Commissioners on the allocation of student places to higher education providers. You will work across the interim ATEC to ensure data informs policy advice.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

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

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

Notes

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Shannon Kunde, 0499 892 007
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0763226

Department of Education

Closing Date:Wednesday 15 October 2025

Job Title	Project Manager and Data Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT, Hobart TAS
Salary	$125,220 - $138,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0499
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

As a Project Manager and Data Developer at the Department of Education, you will be for responsible for ensuring the management and visibility of the outcomes of the implementation of new data infrastructure projects, as well as the development of data assets.

This is an exciting position leading the implementation of new a digital data exchange pattern/pipeline/schedule on data related to the early childhood education and care child (ECEC) sector. The position also involves the development of data assets that are used to analyse and report on child care usage, services, fees and subsidies.

This role will be offered on a non-ongoing basis for up to 12 months, with the possibility of extension. Please note that a merit pool may be established through this recruitment process.

Duties

In this role, your responsibilities will include the following:

- Project management for the implementation of the new data infrastructure, including:

    - developing and managing the IT project schedule(s), artefacts, and governance ensuring management of scope in line with the project/program plan(s) and approved designs;
    - managing and communicating project expectations with stakeholders;
    - coordinating project risks, issues, dependencies, changes, controls and quality;
    - undertaking progress reporting for the project, and represent the project for all associated project meetings; and
    - engaging with internal and external agencies to ensure the successful implementation of the digital data exchange.
- Support the Group's data teams to transition to the new data infrastructure, including:
    - identifying and documenting the functional and non-functional business requirements, and other relevant artefacts in the ECEC sector to support data asset development;
    - supporting solution design, testing, and quality assurance processes;
    - identifying and designing best practices for data development, such as curating large and complex datasets, automating processes, optimising data delivery, and improving the efficiency of SAS and Azure data infrastructure.
    - collaborating with external agencies on its implementation.
- Actively participating in a collaborative team environment based on supportiveness, development, knowledge sharing, effective communication, innovation and continuous improvement.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

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To Apply

Position Contact	Phuong Cooke, 08 8306 8697
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0763352

Department of Education

Closing Date:Thursday 09 October 2025

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW, Townsville QLD
Salary	$125,220 - $138,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0509
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

We are seeking motivated and passionate Assistant Directors to join the Early Childhood Care and Development Policy Partnership (ECCDPP) team. This is an exciting opportunity to contribute to meaningful policy work in a shared decision-making environment to support Closing the Gap early childhood outcomes.

You will be working in partnership with the First Nations peak body for Aboriginal and Torres Strait Islander children and family, SNAICC – National Voice for our Children (SNAICC), in policy development and research, including through creative problem solving and consensus building. You will also build and manage collaborative relationships with Commonwealth agencies and state and territory governments to ensure a holistic, child-centred and joined-up approach to First Nations early childhood policy matters.

This role offers a unique opportunity to contribute to nationally significant policy reform in the Closing the Gap early childhood care and development sector. As an Assistant Director, you will gain strategic policy leadership experience, exposure to senior executive decision-making processes, stakeholder engagement, high level communication, and leadership and team development opportunities.

Our role is an Identified position. We are seeking someone with an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people. Aboriginal and Torres Strait Islander colleagues are strongly encouraged to apply.

Duties

In this role, your responsibilities will include the following:

- Managing and building collaborative relationships with Commonwealth agencies, state and territory governments and First Nations representatives.
- Leading and managing research project activities on behalf of the Partnership, including managing grant and procurement activities
- Leading the development and coordination of briefing and papers for senior decision makers in collaboration with SNAICC
- Applying critical thinking skills to develop policy advice and navigate complexity
- Leading strategic coordination and liaison across Commonwealth agencies in support of Closing the Gap activities
- Managing staff and contributing to a positive team culture by working collaboratively and supporting colleagues
- Acting as Director when required

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

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

- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

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

About the Department of Education

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To Apply

Position Contact	Maririn Smith, (08) 8688 8130
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0763130

National Gallery of Australia

Closing Date:Sunday 12 October 2025

Artistic Programs
Registration

Job Title	Registration Officer, Collection Storage
Job Type	Casual, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$41 - $45
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-Site Position
Classification	APS Level 3
Position Number	Sup 197
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NDg2MDgyMTA2OTI-MS9lZC

These casual positions are for a small team within the Registration Department. The team assists with the preventive maintenance and storage of the Gallery's collection.

The responsibilities include handling, transporting, storing, packing, locating, and documenting works of art.

The successful candidate must have the physical fitness required to safely move and handle a wide range of artworks, using correct manual handling techniques and procedures.

Duties

In accordance with the APS 3 work level standards, you will:

- Assist in coordinating the art storage areas and undertake storage activities associated with the Gallery’s collection. This includes art handling across various media, both in-house and off-site, including undertaking the movement of artworks and Gallery assets and preparing artworks and Gallery assets for transport.
- Update art movement information on the Collections Management System (CMS) and ensure all locations are accurate and updated in a timely manner.
- Assist in the preventive maintenance of the Gallery’s collection by undertaking improved
    - packing/repacking programs for works of art in storage, adhering to accepted Gallery practice.

- Assist curatorial staff and visitors in accessing storage areas, as per agreed timetables and the Gallery's collections policy. In accordance with the National Gallery's collections policy, provide assistance to the annual stocktake of the collection.
- Contribute to achieving departmental goals and fostering a positive team culture.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Current Driver's Licence.
- Forklift licence or the ability to obtain a licence.
- Elevated work platform licences or the ability to obtain licence.
- Experience and/or the ability to be trained in installing works of art in a variety of media is highly desirable.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's **Careers portal**.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Bronwyn Gardner, +61 2 6240 6776
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaW

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Finance

Vacancy VN-0763184

Independent Parliamentary Expenses Authority

Closing Date:Wednesday 01 October 2025

Travel Expenses and Contracts Branch

Job Title	Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$96,101 - $117,289
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements available
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

https://www.ipea.gov.au/about-ipea/employment

Who we are

The Travel Expenses and Contracts Branch plays a vital role in IPEA's client-facing operations. We manage and administer travel for parliamentarians and their staff, ensuring they can carry out their parliamentary duties effectively and in full compliance with the legislative framework. We pride ourselves on our exceptional client service and knowledge of the Parliamentary Business Resources Framework.

About you

We are looking for enthusiastic people with high standard of customer service and a commitment to deliver IPEA's purpose and functions.

As the Team leader, you will work closely with the Assistant Director and colleagues to play an integral role in the day-to-day operations to provide high quality services, advice and support to parliamentarians and their staff in accordance with the legislative framework.

You will have strong organisational and time management skills to assist with the high-volume of travel claims processing and third-party arrangements in a fast-paced environment. This is a position of trust, and you must have a strong understanding of sensitives involved in providing

services and advice to high profile clients, as well as collecting, storing and using information of a sensitive and complex nature.

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for each classification level. IPEA are seeking candidates who possess the following job specific skills:

- Leadership and accountability
- Management diversity and span
- Stakeholder management
- Job context and environment
- Independence and decision-making

For further information regarding these key characteristics review the candidate information pack on the Independent Parliamentary Expenses Authority website

Duties

- Coordinate, monitor, and respond to enquiries from parliamentarians and their staff in relation to travel-related claims for parliamentarians and their staff. This includes working closely with the travel services provider and other third-party arrangements to resolve any issues.
- Support the management of procurement processes including planning, market engagement, evaluation and contract finalisation.
- Assist in the preparation of procurement documentation including approach to market, tender evaluation and contractual documents.
- Support the day-to-day contract management for the travel services provider and other third party arrangements.
- Interpret complex legislation and parliamentary frameworks and apply the framework to the operational procedures and policy.
- Ensure the legislative requirements and service level standards are met.
- Respond to queries and requests for advice both verbally and in writing, from parliamentarians and their employees, and former parliamentarians in accordance with the legislative framework.
- Manage data within an IT platform and understand the workflows and the impacts. Identify and address any discrepancy within those workflows.
- Assist with ad hoc requests and contribute to broader functions across IPEA as needed, demonstrating flexibility and a proactive approach.

Eligibility

This is a designated security assessed position. The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Notes

Application

Your application should include:

- A 750-word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the ‘our ideal candidate’ section
- A resume of no more than three (3) pages
- Personal Particulars form

You will be assessed against how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards and key responsibilities for this role. Detailed information on the work level standards can be found here.

Consideration should also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website here.

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed Personal Particulars Form, found on the how to apply section on the IPEA website along with your pitch and resume should be email to: ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact IPEA’s Recruitment Team at: ipearecruit@ipea.gov.au or on (02) 6215 3470.

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

About the Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority’s (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Katrina Collins, 02 6215 1736
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Finance

Vacancy VN-0760783

Parliamentary Workplace Support Service (PWSS)

Closing Date:Wednesday 08 October 2025

Chief Operating Officer Finance

Job Title	Deputy Chief Financial Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,885 - $163,694
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	141191
Agency Website	

Job Description

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

About the branch

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

About the team

The PWSS Finance team is a very small team managing all aspects of finance for the PWSS. As part of a small team the Deputy Chief Finance Officer (CFO) will deliver on a wide range of finance functions, the role offers the opportunity for real diversity in the finance roles undertaken and will include significant involvement in establishing processes and policies for a new entity. Functions of the team include:

- Procurement of goods and services
- Management of PWSS treasury (including accounts payable and subsequent payment of accounts)
- External financial reporting
- Development and delivery of the internal budget and reporting for PWSS
- Preparation of external budget (including, any NPP activities)
- Management of PWSS Risk activities
- Provision of financial capability training for PWSS staff
- Ensuring compliance with Public Governance, Performance and Accountability Act 2013 (PGPA Act) requirements
- Management of the shared services arrangements with the shared services provider.

About the role

The Finance team is seeking a highly motivated and solutions focused EL1 Deputy Chief Financial Officer. To be successful in this role, you will have a love of variety in all things Finance, a can-do attitude and a business focused mindset to ensure that in an environment of competing priorities, deadlines are met. You will need to be resilient in a changing environment and be willing to work closely with other team members to encourage a positive culture of continuous improvement.

On any given day you could be responsible for submitting monthly financial reporting to Department of Finance, provide training and support to internal clients regarding travel or credit card or procurement, be involved in payments to suppliers and clients, develop policy and procedures, internal or external budgets or even drafting technical accounting advice.

Duties

- Manage appropriations and ensure accurate reporting
- Working with the shared service provider and business areas to process payment runs in a timely manner
- Produce or check monthly and year-end financial statements reporting
- Provide advice to PWSS staff regarding budgets and accounting requirements at both month, and year end
- Review and improve the acquittal process of credit card and travel accounts for PWSS, including developing internal policies and procedures and providing training and guidance

- Provide support and advice regarding the use of credit cards and travel facilities
- Proactively manage contracts and procurement arrangements for the PWSS
- Manage a busy inbox, providing responses to any type of query, including investigation and analysis as required
- Development, planning and delivery of Finance training across the PWSS organisation
- Provide input and support in relation to PWSS Financial Statements and Budget submissions
- Review existing processes, systems and delegations to make recommendations of improvements and follow-through to implementation, including liaison with shared service provider.
- Draft financial governance documents (including Accountable Authority Instructions, Delegations, Policy and Guidance materials) in line with Whole of Government (WoG) requirements and best practice principles.
- Other finance related duties as required.

Eligibility

- This role is being advertised as both ongoing and non-ongoing expected vacancy. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate’s ability to discharge their responsibilities as an APS employee.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check.
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

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

About the Parliamentary Workplace Support Service (PWSS)

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

To Apply

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

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Foreign Affairs and Trade

Vacancy VN-0763004

Austrade

Closing Date:Thursday 02 October 2025

Corporate Services
Digital and Technology Services Information Technology Services

Job Title	IT Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$79,435 - $86,320
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 4
Position Number	5953_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission (Austrade) is looking for motivated IT services professional to join the Global IT Support team.

This role is responsible for delivering 1st and some 2nd Level technical support on Austrade's Information and Communications Technology (ICT) network to our clients across the globe.

Support is provided via a number of channels including, phone, email, instant message and direct contact. Supported services may include (but are not limited to) laptops, workstations, mobile devices, software, peripheral hardware, system administration, video conferencing and networking.

The successful candidates will work well in a small team, have well developed customer service skills, and be at ease managing multiple tasks.

Note: The IT Support Officer must be willing to be on a work roster during business hours (ordinarily between 8am and 6pm), with some work outside of these hours.

Duties

DUTIES INCLUDE:

- Identify, record, diagnose and resolve IT Level 1 client issues and enquiries
- Perform Level 1 and some Level 2 IT system administration tasks
- Coordinate the timely repair of ICT equipment with vendors
- Coordinate and manage ICT equipment
- Contribute to the IT Support Knowledge Articles
- Assist in supporting/implementing IT solutions and projects as directed and needed
- Perform document administration tasks as directed
- Work effectively in a small team as part of a global support network.

Eligibility

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

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Anne Arasi, +61 (+61) 2 6201 8322
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

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Foreign Affairs and Trade

Vacancy VN-0763157

Austrade

Closing Date:Thursday 09 October 2025

Trade and Investment

Job Title	General Manager International, Europe, Middle East and Africa
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	International International
Salary	-
Future Merit Locations	International
Office Arrangement	On Site
Office Arrangement Details	The candidate will be required to work predominantly on site; work from home will be supported where operationally feasible.
Classification	Senior Executive Service Band 2
Position Number	ASTint0925 (5385_09/25)
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission—Austrade—promotes Australian trade, investment, tourism and education to the world. We deliver services to grow Australia's economic prosperity.

Our purpose is to unlock opportunities that help Australian businesses go further, faster. We have a proud history of helping Australian businesses pursue their global ambitions through our international expertise and trusted networks.

We're experts in connecting Australian businesses to the world and the world to Australian business.

Our global network turns local market connections and insights into valuable export and investment support.

We contribute to Australia's prosperity by:

• linking Australian businesses to global export opportunities

• providing market and industry insights, making it easier for businesses to go global

• attracting international investment to drive local jobs and develop skills

• leading policy and programs for Australian tourism and the visitor economy

• attracting international students to study with Australia.

Duties

Leading experienced Australian and locally engaged teams, the General Manager International, Europe, Middle East and Africa is a member of a global network that reports to the Austrade Deputy Chief Executive Officer, Trade and Investment who is based in Australia. Working with counterparts in Europe, the Middle East and Africa, Australian state and territory Governments, the role is responsible for:

• Contributing to Australia's global reputation by promoting Australian capability in the Europe, Middle East and Africa region using global objectives and priorities to guide local strategy.

• Leading sector-focused trade teams responsible for assisting Australian companies achieve commercial trade outcomes.

• Advancing Australia's strengths as a highly attractive destination for investors and securing productive foreign investment into Australia.

• Representing Austrade and Australia in a range of high-level corporate and government settings in Australia and across the Europe, Middle East and Africa region.

• As a member of the senior management team, the General Manager will work collaboratively to deliver the Australian Government's trade and investment priorities and contribute to Austrade's broader strategic objectives.

Eligibility

• **Australian Citizenship** – Our successful candidate must be an Australian citizen.

• **Language Proficiency** – Our successful candidate must be fluent in written and spoken English. Fluency in one or more European languages is desirable.

• **Security Clearance** – Our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 2 security clearance.

Notes

The opportunity

This opportunity at the SES Band 2 classification is comprised of the following:

• A pre-posting placement based in Australia for a non-ongoing (specified task), for **a period of up to six (6) months**, to complete mandatory pre-departure requirements; and

• A long-term overseas posting assignment in the advertised location(s) for a non-ongoing (specified term), for **a period of up to three (3) years**.

How to apply

Applications must be uploaded to the search firm **Future Leadership** at https://futureleadership.com.au/apply-now/ referencing Position Code: **ASTint0925**. Please ensure that you receive an email acknowledging receipt of your application.

Applications close Thursday 9 October 2025

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Deborah Komesaroff and Andrew Broadbent, +61 1 300 347 437
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763343

Austrade

Closing Date:Sunday 19 October 2025

Trade and Investment - South Asia

Job Title	Senior Trade and Investment Commission, Mumbai
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	International International
Salary	-
Future Merit Locations	International
Office Arrangement	On Site
Office Arrangement Details	The candidate will be required to work predominantly on site; work from home will be supported where operationally feasible.
Classification	Senior Executive Service Band 1
Position Number	5981_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is an Australian Commonwealth Government agency with approximately 1,110 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage.

Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms.

Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people.

Want to know more about working at Austrade? Click here.

Duties

South Asia is a burgeoning region for Australian trade and investment, and the role of Senior Trade and Investment Commissioner (STIC) plays an important role in supporting Australia's

diversification and growth story. A Comprehensive Economic Cooperation Agreement (CECA) is in negotiation with India, with an interim free trade agreement in place, delivering strong growth for exporters and new opportunities for investors. A “New Roadmap for Australia’s Economic Engagement with India” highlights the economic complementarity for Australia with India. Austrade’s work in trade in South Asia focusses on Education, Green Economy, Critical and Enabling Technology, Agribusiness, and Defence, Advanced Manufacturing and Space. Our work in attracting Indian investment from India to Australia focusses on projects aligned with net zero and economic security.

Trade and Investment Framework Agreements are also progressing in the other key markets across the region (Bangladesh and Sri Lanka).

The Austrade team in South Asia is strong in size and capability. A team of 90 working across 8 offices in India, Bangladesh and Sri Lanka are supporting Australian clients to access the region and its opportunities. The team also covers Nepal, Bhutan, and the Maldives on specific targeted commercial opportunities. As the senior leader of a culturally diverse team, the STIC will be a confident, persuasive leader with a track record of successfully leading teams in complex operating environments, engaging teams to improve performance and delivery.

While reporting to the General Manager, South Asia, the STIC will be expected to work collaboratively across leadership on trade and investment projects and ensure commercial success for our clients. The STIC will take responsibility for delivery on the South Asia Business Exchange, provide oversight to our Project Management Office), coordinate engagement across the region and, leverage the badge of government to establish trusted relationships. The STIC will be a part of the broader Australian Government’s senior leadership team working collaboratively with our Consuls General and High Commissioners and their teams (representing various Australian Government Departments) across the region.

Eligibility

Australian Citizenship – Our successful candidate must be an Australian citizen.

Language Proficiency – Our successful candidate must be fluent in written and spoken English.

Overseas Posting Eligibility – Internal candidates must meet the eligibility requirements outlined in Austrade’s People Policy – Overseas Postings & Return to Australia (A-Based Employees).

Security Clearance – Our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 2 security clearance.

Notes

The opportunity

This non-ongoing opportunity at the SES Band 1 classification is compromised of the following:

- A pre-posting placement based in Australia for a non-ongoing (specified task), for a period of up to six (6) months, to complete mandatory pre-departure requirements; and

- A long-term overseas assignment in Mumbai, India, for a non-ongoing (specified task), for a period of up to three (3) years.

Commencement with Austrade in Australia is anticipated to be in early to-mid 2026, with overseas posting assignment in India in mid-2026 until mid-2029.

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

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To Apply

Position Contact	SES Unit, SESUnit@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763121

Australian Secret Intelligence Service

Closing Date:Tuesday 07 October 2025

Not Specified
Not Specified

Job Title	Cyber Security Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$105,013 - $133,968
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This role will be based Onsite in Canberra
Classification	APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Years Day, 15.4% employer superannuation contribution and generous paid maternity/paternity leave. Full and part time positions as well as flexible work hours can be negotiated.

Operating within Security Branch, Cyber Security Directorate monitors, enables, and advises on the cyber security of the myriad technologies that underpin ASIS's business and operations. Cyber Security is multi-disciplinary team that consists of three key work streams – Operations, Engineering, and Assurance.

These roles are **Canberra office-based** with successful applicant required to **obtain and maintain a Security Clearance.**

If you are interested in working in a particular area, we encourage you to tailor your responses to indicate your relevant skills and experience with regards to that function. (Operations, Engineering, Assurance)

Please ensure you identify the specific role(s) you would like to be considered for when submitting your application.

For further information on the areas and roles, please refer to the Selection Documentation for the role available from our Careers Page.

Duties

Analyst – Cyber Security Operations

You will be a member of the Operations team, responsible for the cyber security monitoring of ASIS's systems, and coordination of the Service's cyber incident response activities. You will support the delivery and day-to-day use of cyber security use cases, to enable the detection of key threats to the Service. In the event of an incident, you will support the delivery of Service's cyber security incident response activities. You will also support cyber security threat hunt activities to proactively identify potential threats to ASIS's systems.

To be successful in this role, you will have:

· Familiarity with risk management.

· A working understanding of the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and Essential Eight (E8).

· Experience within at least one technology domain (e.g. infrastructure, virtualisation, databases, software development, data analytics, machine learning, etc.).

· A desire to refine and expand your technical knowledge and skills in a cyber security context, including, but not limited to: SIEM and Data Analytics platforms, query/coding languages such as SQL, SPL, Java, Python and/or PowerShell, and digital forensics.

Engineer - Cyber Security Engineer

You will be a member of the Engineering team. You will support the development and maintenance of technical capabilities that directly support the broader team's services. You will contribute to the execution of ASIS's Cyber Security Capability Roadmap by: researching, developing and integrating new technical capabilities to ensure coverage and collection of valuable audit events, optimising the sustainment of capabilities by automating routine tasks and processes, and supporting the secure management of the team's capabilities.

To be successful in this role you will have:

· Familiarity with risk management.

· A working understanding of the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and Essential Eight (E8).

· Experience within at least one technology domain (e.g. infrastructure, virtualisation, databases, software development, data analytics, machine learning, etc.).

· A desire to refine and expand your technical knowledge and skills in a cyber security context, including, but not limited to: infrastructure and networking, data processing, SIEM platforms, vulnerability management, cloud security (e.g. Azure and AWS), project management, and business requirements modelling.

Assessor – Cyber Security Assurance

You will be a member of the Assurance team, responsible for cyber security assessment, architecture advice, and education within ASIS. You will support the delivery of security assessments against ASIS's systems, covering network penetration testing, vulnerability management, and configuration analysis to report on and remediate identified vulnerabilities. To enable the implementation of secure systems, you will develop threat models and scenarios to validate security-enforcing controls, and recommend mitigations and countermeasures to address identified risks.

To be successful in this role, you will have:

· Familiarity with risk management.

· A working understanding of the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and Essential Eight (E8).

· Experience within at least one technology domain (e.g. infrastructure, virtualisation, databases, software development, data analytics, machine learning, etc.).

· A desire to refine and expand your technical knowledge and skills in a cyber security context, including, but not limited to: vulnerability management tools, penetration testing tools and techniques, Governance, Risk and Compliance (GRC) tools and processes, etc.

Education, qualification and experience requirements

For all roles, the following education, qualifications and/or experience will be highly regarded, though not essential:

· Relevant tertiary qualifications or experience in Cyber Security, IT, Systems Engineering or a related field;

· Experience with open source / COTS / GOTS cyber security tools;

· Demonstrated experience working in Cyber Security or ICT-related areas

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

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

About the Australian Secret Intelligence Service

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

To Apply

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

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Foreign Affairs and Trade

Vacancy VN-0762683

Department of Foreign Affairs and Trade

Closing Date:Sunday 05 October 2025

Job Title	APS 4 Policy and Program Management (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,349 - $86,724
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite/Flexible
Classification	APS Level 4
Position Number	0931/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DC0

Applications close 11:30pm ADST Sunday 5 October 2025

The opportunities

DFAT is seeking talented and driven people to contribute to the development and implementation of international policy and programs for the Australian Government.

Multiple roles are available across the department's seven strategic groups with a range of focus areas including:

- compliance and regulation
- development, humanitarian, and aid programs
- economic and investment policy & analysis
- fraud, corruption and enterprise assurance and integrity
- intelligence policy & analysis
- international trade negotiations
- international security

- legal advice & analysis
- media and strategic communications
- multilateral and global issues engagement
- policy development and implementation
- strategic and business planning and governance
- trade and investment policy & analysis

As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Duties

We’re looking for high-performing people with skills and experience in the above areas of policy and program management relevant to the department’s operations. You will be highly organised and able to work with broad direction.

Our ideal APS level 4 candidate will:

- have functional expertise in a specific area that contributes to team goals
- provide sound advice which influences decisions by others
- complete allocated tasks, monitor workflow and review work of less experienced employees
- participate in strategic planning and decision making within the work area
- contribute new ideas and identify opportunities to improve the efficiency of business processes
- identify and mitigate risks which impact of own and team outcomes
- required to undertake tasks of moderate complexity
- have a good understanding of relevant legislation and policy framework
- works under general direction. Exercises some discretion with respect to how procedures and guidelines and interpreted and applied
- make decisions within defined parameters relating to the area of responsibility
- decisions impact on the work area or specific function
- roles may conduct research and analysis activities and report on finding
- build rapport and maintain stakeholder relationships. Liaise with stakeholders and assist to resolve moderately complex issues
- may be responsible for coaching and mentoring and identifying training needs for a team

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

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

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

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	dfat.careers@dfat.gov.au, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EX

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Foreign Affairs and Trade

Vacancy VN-0762737

Department of Foreign Affairs and Trade

Closing Date:Sunday 05 October 2025

Job Title	APS 4 Policy and Program Management, Affirmative Measure Disability (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,349 - $86,724
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite/Flexible
Classification	APS Level 4
Position Number	0933/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DCC

Applications close 11:30pm ADST Sunday 5 October 2025

The opportunities

DFAT is seeking talented and driven people to contribute to the development and implementation of international policy and programs for the Australian Government.

Multiple roles are available across the department's seven strategic groups with a range of focus areas including:

- compliance and regulation
- development, humanitarian, and aid programs
- economic and investment policy & analysis
- fraud, corruption and enterprise assurance and integrity
- intelligence policy & analysis
- international trade negotiations
- international security

- legal advice & analysis
- media and strategic communications
- multilateral and global issues engagement
- policy development and implementation
- strategic and business planning and governance
- trade and investment policy & analysis

As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Duties

We’re looking for high-performing people with skills and experience in the above areas of policy and program management relevant to the department’s operations. You will be highly organised and able to work with broad direction.

Our ideal APS level 4 candidate will:

- have functional expertise in a specific area that contributes to team goals
- provide sound advice which influences decisions by others
- complete allocated tasks, monitor workflow and review work of less experienced employees
- participate in strategic planning and decision making within the work area
- contribute new ideas and identify opportunities to improve the efficiency of business processes
- identify and mitigate risks which impact of own and team outcomes
- required to undertake tasks of moderate complexity
- have a good understanding of relevant legislation and policy framework
- works under general direction. Exercises some discretion with respect to how procedures and guidelines and interpreted and applied
- make decisions within defined parameters relating to the area of responsibility
- decisions impact on the work area or specific function
- roles may conduct research and analysis activities and report on finding
- build rapport and maintain stakeholder relationships. Liaise with stakeholders and assist to resolve moderately complex issues
- may be responsible for coaching and mentoring and identifying training needs for a team.

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

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

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

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Diversity at DFAT

The department values diversity and is committed to ensuring an inclusive and accessible workplace. As a department that represents Australia to the world, we want to ensure that we fully reflect Australia’s rich diversity across all areas of our workforce.

The department’s approach to disability inclusion respects, supports and celebrates diversity by promoting the conditions that allow meaningful participation by a wide range of people, including people with disabilities.

We value the talents, skills and perspectives that people with disabilities bring to our organisation and are committed to removing barriers to employment. We encourage people with disability to apply for vacancies within the department.

For more information on the department’s diversity and inclusion program, strategies and plans, our Diversity Network and Inclusion Champions, please visit the DFAT Careers page.

Reasonable adjustments

Please let us know if you require adjustments to ensure you can fully participate in this recruitment process by emailing the Recruitment Section listed above. All requests for reasonable adjustments will be considered and managed in consultation with you.

Confirmation of disability

In applying under this affirmative measure, you will be required to provide evidence to confirm you live with a disability. This evidence will be requested by DFAT's external recruitment provider if you progress to the interview stage of this recruitment process. Acceptable evidence includes:

- certificate or letter signed and executed by a registered medical practitioner
- letter from a Disability Employment Service
- a statutory declaration confirming you live with a disability.

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	dfat.careers@dfat.gov.au, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EX

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Foreign Affairs and Trade

Vacancy VN-0762739

Department of Foreign Affairs and Trade

Closing Date:Sunday 05 October 2025

Job Title	APS 4 Policy and Program Management, Affirmative Measure Indigenous (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,349 - $86,724
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite/Flexible
Classification	APS Level 4
Position Number	0932/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DC0

Applications close 11:30pm ADST Sunday 5 October 2025

The opportunities

DFAT is seeking talented and driven people to contribute to the development and implementation of international policy and programs for the Australian Government.

Multiple roles are available across the department's seven strategic groups with a range of focus areas including:

- compliance and regulation
- development, humanitarian, and aid programs
- economic and investment policy & analysis
- fraud, corruption and enterprise assurance and integrity
- intelligence policy & analysis
- international trade negotiations

- international security
- legal advice & analysis
- media and strategic communications
- multilateral and global issues engagement
- policy development and implementation
- strategic and business planning and governance
- trade and investment policy & analysis

As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Duties

We’re looking for high-performing people with skills and experience in the above areas of policy and program management relevant to the department’s operations. You will be highly organised and able to work with broad direction.

Our ideal APS level 4 candidate will:

- have functional expertise in a specific area that contributes to team goals
- provide sound advice which influences decisions by others
- complete allocated tasks, monitor workflow and review work of less experienced employees
- participate in strategic planning and decision making within the work area
- contribute new ideas and identify opportunities to improve the efficiency of business processes
- identify and mitigate risks which impact of own and team outcomes
- required to undertake tasks of moderate complexity
- have a good understanding of relevant legislation and policy framework
- works under general direction. Exercises some discretion with respect to how procedures and guidelines and interpreted and applied
- make decisions within defined parameters relating to the area of responsibility
- decisions impact on the work area or specific function
- roles may conduct research and analysis activities and report on finding
- build rapport and maintain stakeholder relationships. Liaise with stakeholders and assist to resolve moderately complex issues
- may be responsible for coaching and mentoring and identifying training needs for a team.

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

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

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

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Diversity at DFAT

Confirmation of Aboriginal and/or Torres Strait Islander heritage

In applying under this affirmative measure, you will be required to provide evidence to confirm you are an Aboriginal and/or Torres Strait Islander Australian. This evidence may be provided as part of your application or at a later stage of the recruitment process. Acceptable evidence includes:

- a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming you are recognised as an Aboriginal and/or Torres Strait Islander person; or
- a confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation; or
- two statutory declarations confirming you are an Aboriginal and/or Torres Strait Islander Australian. The first declaration must be completed by you and the second declaration can be completed by an Indigenous Service Provider (e.g. a University Support Unit or an Indigenous Medical Service) or an APS employee, who is also Aboriginal and/or Torres Strait Islander.

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	dfat.careers@dfat.gov.au, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EX

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Foreign Affairs and Trade

Vacancy VN-0762916

Department of Foreign Affairs and Trade

Closing Date:Sunday 05 October 2025

Job Title	APS 5 Policy and Program Management (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,703 - $95,854
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite/Flexible
Classification	APS Level 5
Position Number	0934/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DCC

Applications close 11:30pm ADST Sunday 5 October 2025

The opportunities

DFAT is seeking talented and driven people to contribute to the development and implementation of international policy and programs for the Australian Government.

Multiple roles are available across the department's seven strategic groups with a range of focus areas including:

- compliance and regulation
- development, humanitarian, and aid programs
- economic and investment policy & analysis
- fraud, corruption and enterprise assurance and integrity
- intelligence policy & analysis
- international trade negotiations
- international security
- legal advice & analysis
- media and strategic communications
- multilateral and global issues engagement
- policy development and implementation
- strategic and business planning and governance
- trade and investment policy & analysis

As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Duties

We're looking for high-performing people with skills and experience in the above areas of policy and program management relevant to the department's operations. You will be highly organised and able to work with broad direction.

Our ideal APS level 5 candidate will:

- have the ability to interpret, draft, and contribute to policy
- provide technical expertise that contributes to business unit outcomes

- provide professional and policy advice within an area of specialisation
- be accountable for tasks and decisions. Support less experienced employees to achieve goals by providing guidance and quality assurance
- develop objectives for short-term tasks and participate in strategic planning for longer-term initiatives
- apply initiatives and contribute to change and to the improvement in quality and efficiency of services
- assist with maintaining risk management programs
- be required to undertake work that is moderately complex to complex in nature
- maintain a well-developed understanding of relevant legislation and policy frameworks
- works under limited direction and makes independent decisions relating to an area of responsibility
- make decisions within defined parameters and sets new precedents based on sound subject matter knowledge and professional judgement
- perform objective and systematic research and analysis to obtain accurate conclusions based on evidence
- develop and maintain internal and external relationships. Liaise with stakeholders on policy, project or operational issues responding to stakeholder needs and expectations.

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

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

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

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Notes

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	dfat.careers@dfat.gov.au, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EX

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Foreign Affairs and Trade

Vacancy VN-0762918

Department of Foreign Affairs and Trade

Closing Date:Sunday 05 October 2025

Job Title	APS 5 Policy and Program Management, Affirmative Measure Indigenous (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,703 - $95,854
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite/Flexible
Classification	APS Level 5
Position Number	0935/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DC0

Applications close 11:30pm ADST Sunday 5 October 2025

The opportunities

DFAT is seeking talented and driven people to contribute to the development and implementation of international policy and programs for the Australian Government.

Multiple roles are available across the department's seven strategic groups with a range of focus areas including:

- compliance and regulation
- development, humanitarian, and aid programs
- economic and investment policy & analysis
- fraud, corruption and enterprise assurance and integrity
- intelligence policy & analysis
- international trade negotiations
- international security
- legal advice & analysis
- media and strategic communications
- multilateral and global issues engagement
- policy development and implementation
- strategic and business planning and governance
- trade and investment policy & analysis

As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Duties

We're looking for high-performing people with skills and experience in the above areas of policy and program management relevant to the department's operations. You will be highly organised and able to work with broad direction.

Our ideal APS level 5 candidate will:

- have the ability to interpret, draft, and contribute to policy
- provide technical expertise that contributes to business unit outcomes
- provide professional and policy advice within an area of specialisation
- be accountable for tasks and decisions. Support less experienced employees to achieve goals by providing guidance and quality assurance
- develop objectives for short-term tasks and participate in strategic planning for longer-term initiatives
- apply initiatives and contribute to change and to the improvement in quality and efficiency of services

- assist with maintaining risk management programs
- be required to undertake work that is moderately complex to complex in nature
- maintain a well-developed understanding of relevant legislation and policy frameworks
- works under limited direction and makes independent decisions relating to an area of responsibility
- make decisions within defined parameters and sets new precedents based on sound subject matter knowledge and professional judgement
- perform objective and systematic research and analysis to obtain accurate conclusions based on evidence
- develop and maintain internal and external relationships. Liaise with stakeholders on policy, project or operational issues responding to stakeholder needs and expectations.

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

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

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

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Diversity at DFAT

Confirmation of Aboriginal and/or Torres Strait Islander heritage

In applying under this affirmative measure, you will be required to provide evidence to confirm you are an Aboriginal and/or Torres Strait Islander Australian. This evidence may be provided as part of your application or at a later stage of the recruitment process. Acceptable evidence includes:

- a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming you are recognised as an Aboriginal and/or Torres Strait Islander person; or

- a confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation; or
- two statutory declarations confirming you are an Aboriginal and/or Torres Strait Islander Australian. The first declaration must be completed by you and the second declaration can be completed by an Indigenous Service Provider (e.g. a University Support Unit or an Indigenous Medical Service) or an APS employee, who is also Aboriginal and/or Torres Strait Islander.

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	dfat.careers@dfat.gov.au, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EX

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Foreign Affairs and Trade

Vacancy VN-0762919

Department of Foreign Affairs and Trade

Closing Date:Sunday 05 October 2025

Job Title	APS 5 Policy and Program Management, Affirmative Measure Disability (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,703 - $95,854
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite/Flexible
Classification	APS Level 5
Position Number	0936/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DCC

Applications close 11:30pm ADST Sunday 5 October 2025

The opportunities

DFAT is seeking talented and driven people to contribute to the development and implementation of international policy and programs for the Australian Government.

Multiple roles are available across the department's seven strategic groups with a range of focus areas including:

- compliance and regulation
- development, humanitarian, and aid programs
- economic and investment policy & analysis
- fraud, corruption and enterprise assurance and integrity
- intelligence policy & analysis
- international trade negotiations
- international security

- legal advice & analysis
- media and strategic communications
- multilateral and global issues engagement
- policy development and implementation
- strategic and business planning and governance
- trade and investment policy & analysis

As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Duties

We’re looking for high-performing people with skills and experience in the above areas of policy and program management relevant to the department’s operations. You will be highly organised and able to work with broad direction.

Our ideal APS level 5 candidate will:

- have the ability to interpret, draft, and contribute to policy
- provide technical expertise that contributes to business unit outcomes
- provide professional and policy advice within an area of specialisation
- be accountable for tasks and decisions. Support less experienced employees to achieve goals by providing guidance and quality assurance
- develop objectives for short-term tasks and participate in strategic planning for longer-term initiatives
- apply initiatives and contribute to change and to the improvement in quality and efficiency of services
- assist with maintaining risk management programs
- be required to undertake work that is moderately complex to complex in nature
- maintain a well-developed understanding of relevant legislation and policy frameworks
- works under limited direction and makes independent decisions relating to an area of responsibility
- make decisions within defined parameters and sets new precedents based on sound subject matter knowledge and professional judgement
- perform objective and systematic research and analysis to obtain accurate conclusions based on evidence
- develop and maintain internal and external relationships. Liaise with stakeholders on policy, project or operational issues responding to stakeholder needs and expectations.

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

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

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

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Diversity at DFAT

The department values diversity and is committed to ensuring an inclusive and accessible workplace. As a department that represents Australia to the world, we want to ensure that we fully reflect Australia's rich diversity across all areas of our workforce.

The department's approach to disability inclusion respects, supports and celebrates diversity by promoting the conditions that allow meaningful participation by a wide range of people, including people with disabilities.

We value the talents, skills and perspectives that people with disabilities bring to our organisation and are committed to removing barriers to employment. We encourage people with disability to apply for vacancies within the department.

For more information on the department's diversity and inclusion program, strategies and plans, our Diversity Network and Inclusion Champions, please visit the DFAT Careers page.

Reasonable adjustments

Please let us know if you require adjustments to ensure you can fully participate in this recruitment process by emailing the Recruitment Section listed above. All requests for reasonable adjustments will be considered and managed in consultation with you.

Confirmation of disability

In applying under this affirmative measure, you will be required to provide evidence to confirm you live with a disability. This evidence will be requested by DFAT's external recruitment provider if you progress to the interview stage of this recruitment process. Acceptable evidence includes:

- certificate or letter signed and executed by a registered medical practitioner
- letter from a Disability Employment Service
- a statutory declaration confirming you live with a disability.

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	dfat.careers@dfat.gov.au, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/index.cfm?event=reg.login&CurATC=EX

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Health

Vacancy VN-0763081

Aged Care Quality and Safety Commission

Closing Date:Monday 06 October 2025

Corporate
Engagement Education and Communications Brand, Internal Communications and Intranet

Job Title	Assistant Director - Brand, Internal Communications and Intranet (Various Positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Perth WA, Hobart TAS, Adelaide SA, Brisbane QLD
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis
Classification	Executive Level 1
Position Number	760_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Design, Internal Communications and Intranet section leads delivery of a range of communications and design activities in support of the Commission's dynamic internal communication strategy, the governance of the Commission's intranet and the design and production of all Commission branded materials for internal and external publication.

About the Roles

Assistant Director – Brand, Design and Production

The Assistant Director contributes to the delivery of strategic and BaU communications support across the Commission, leading a team of graphic design, digital video and production support staff.

Working within a team of communications professionals, you will be responsible for the development, delivery and quality of digital and print products, including multimedia publishing, design and production services for diverse audiences and products for First Nations' Australians and culturally and linguistically diverse audiences.

As the custodian of the Commission's brand guidelines, this position manages the Commission's digital brand asset library and has oversight of external suppliers for key printing, warehousing and design agency contracts.

Assistant Director - Intranet

The Assistant Director position will contribute to the delivery of strategic and BaU communications support across the Commission, with a dedicated focus on managing the SharePoint intranet sites, strategy, governance model and continuous improvement roadmap.

Working within a team of communications professionals, you will be responsible for the quality of the intranet and associated materials to support a Commission-wide working group of content authors and owners.

As champion of human-centred design and custodian of the intranet, this role has responsibility for ensuring the intranet provides a positive, consistent and accessible experience, to ensure the intranet remains relevant and fit-for-purpose for Commission staff

Duties

Assistant Director – Brand, Design and Production

- Leadership: Manage and mentor a team, providing clear and consistent communication about objectives, priorities, tasks and feedback for improvement. Setting behavioural standards and fostering a collaborative culture that encourages creativity and professional development.
- Communications and content: Oversee the end-to-end production process (including approvals and quality assurance) of a range of products for internal and external audiences, ensuring effective branding and consistent messaging. This includes translating complex, technical information into engaging products and visuals, adopting a user-centred approach.
- Planning and monitoring: Manage briefs, budgets and timelines. Contribute to communications planning and reporting, including the ongoing review of feedback, data, progress and priorities.
- Reporting: Collate, record and report on design and production activities, providing both qualitative and quantitative information to contribute to continuous improvement. Gather and incorporate stakeholder feedback.
- Positive working relationships: Develop strong relationships with a wide range of stakeholders internally and externally.
- Contribute to overall team performance: Actively contribute to the strategic development and implementation of the Commission's communications, engagement and education programs and team culture.

Assistant Director - Intranet

- Leadership: Manage and mentor a team member, providing clear and consistent communication about objectives, priorities, tasks and feedback for improvement. Setting behavioural standards and fostering a collaborative culture that encourages creativity and professional development.
- Communications and content: Oversee the quality of the intranet's content, structure and functionality to ensure a positive experience for staff, with up-to-date information that is easy to find, easy to understand and brand compliant. Ongoing development of key materials to

support the intranet strategy and authors, including standards, guidelines, training and coaching to ensure best practices are followed, including policy, SharePoint and other technical guidance.
- Planning and monitoring: Manage intranet processes, tools, budgets, vendors and timelines. Contribute to communications planning and reporting, including task tracking, evaluation of date and understanding of wider strategic priorities to guide the continuous improvement roadmap for the intranet.
- Reporting: Set and track KPIs and metrics to promote intranet adoption. Collate, record and report on intranet feedback, usage data and search trends, to incorporate both qualitative and quantitative insights to contribute to continuous improvement.
- Positive working relationships: Develop strong relationships with a wide range of stakeholders internally and externally.
- Contribute to overall team performance: Actively contribute to the strategic development and implementation of the Commission’s communications, engagement and education programs and team culture.

Eligibility

To be successful in this role you will need to demonstrate the following:

Assistant Director - Intranet

- Demonstrated experience (5 years+) managing an intranet or internal communications services to engage a diverse workforce.
- Demonstrated experience in managing and evolving an organisation’s intranet platform, strategy and community of practice.
- Strong understanding of user experience, including research, accessibility and inclusive design principles and their application to intranets. In-depth knowledge of the APS Style Manual, Digital Service Standard and other industry standards such as the Web Content Accessibility Guidelines.
- High level of proficiency in relevant digital tools such as SharePoint Modern, Microsoft 365, Viva suite (Engage, Connections, Insights), Microsoft BI, as well as familiarity with enterprise social network implementation, search engine configuration and deployment of analytics software to monitor intranets.
- Excellent attention to detail, proof-reading and editing skills (strong grammar and spelling) including experience in translating complex information into plain language.
- Experience in managing external suppliers.
- Excellent communication skills, including the ability to communicate with influence and develop productive working relationships with senior level internal and external stakeholders.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Bachelor’s degree in Communications, Marketing, Knowledge Management or similar field and experience in similar roles.Government experience is highly regarded.

Assistant Director – Brand, Design and Production

- Demonstrated experience (5 years+) leading a design function or similar to deliver design and product advice, end-to-end production services and asset management to ensure consistency, efficiency and quality.

- Demonstrated experience in managing and evolving an organisation’s brand, branded assets and visual strategies for diverse audiences.
- Strong understanding of accessibility and inclusive design principles and their application to a range of digital and physical products. In-depth knowledge of the APS Style Manual, Digital Service Standard and other industry standards such as the Web Content Accessibility Guidelines.
- High level of proficiency in relevant digital tools such as Microsoft 365, Adobe Creative suite (including After Effects, Premiere Pro, Adobe Illustrator and Photoshop), Figma and Canva.
- Excellent attention to detail, proof-reading and editing skills (strong grammar and spelling) including experience in translating complex information into plain language.
- Experience in managing external suppliers.
- Excellent communication skills, including the ability to communicate with influence and develop productive working relationships with senior level internal and external stakeholders.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Bachelor’s degree in Design, Marketing, Multimedia, Communications or similar field and experience in similar roles. Government experience is highly regarded.

Notes

Position Notes:

- Salary offered will be between $118,588- $135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30pm Monday 6th October AEST.**

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

Specific questions about the roles can be directed to Daisy Hoffmann by emailing Daisy.Hoffmann@agedcarequality.gov.au with Position title in the subject line.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Daisy Hoffmann, 0391007078
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763128

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

Closing Date:Sunday 05 October 2025

ACSQHC
ASCQHC Clinical Governance

Job Title	Executive Director, Clinical Governance
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$144,162 - $170,679
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 2
Position Number	20049874
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

Reporting directly to the Chief Executive Officer (CEO), the Executive Director Clinical Governance will be responsible for leading the Commission's work on clinical governance reform in line with its key strategic priorities: high quality care in an evolving environment; strong outcome-focused clinical governance; empowered patients, carers and communities, and an improvement driven workforce culture. While the work will initially focus on the acute health sector, development of clinical governance approaches suitable for primary and community care will also be required to meet needs for strong systems for oversight of quality of care across the health sector. A key part of this work will include strategies for strengthening the Commission's work to empower patients and communities to have a stronger voice in health care design and delivery.

As a member of the Executive, the Executive Director Clinical Governance will collaborate with teams across the Commission to drive and coordinate delivery of initiatives on clinical governance and partnering with communities. An important part of the role is ensuring effective clinical engagement with this work. There will also be a strong focus on working with the Commission's Measurement for Improvement team to develop measures for monitoring and assessing impact of clinical governance initiatives.

The Executive Director Clinical Governance will be responsible for the oversight and management of the Commission's Clinical Governance team and may also provide executive oversight and input to other areas of the Commission's work.

The Executive Director Clinical Governance will have an extensive understanding of the Australian health system with experience in both a clinical and policy environment and demonstrated performance in:

- Leading development and implementation of major projects and national programs of work aimed at improving quality of care.
- Undertaking widespread consultation to inform and improve policies and programs of work.
- Developing effective relationships and partnerships with critical stakeholders to ensure national programs of work are delivered according to plan.
- Negotiating decisions through collaboration and consensus.
- Effective communication through public speaking and written reports.
- Acting as a respected representative of their organisation at a senior level in meetings with key agencies and on committees and advisory groups.
- Leading and managing staff to ensure that they work effectively and productively both as individuals and members of a team.

Duties

Duties of the Executive Director will include, but are not limited to, the following:

1. Lead development of the Commission’s strategic approach for strengthening outcome-based clinical governance across the Australian health care system, in line with the priorities of the 2025 – 2030 Strategic Plan. Develop measures that can be used to monitor impact and outcomes of clinical governance activities.
2. Lead relevant programs within the Commission to produce a new clinical governance model for the acute health sector with an accompanying set of strategies and resources to promote widespread use of the model. In collaboration with other key program areas lead development of the clinical governance components of the 3rd edition of the National Safety and Quality Health Service Standards.
3. Liaise and work closely with the Commission’s team responsible for reviewing cultural safety standards so that this work can be appropriately integrated with the new clinical governance standard.
4. Liaise and collaborate with other programs within the Commission to produce clinical governance frameworks for high quality care in non-acute settings with accompanying resources.
5. Build effective relationships with key stakeholders external to the Commission to ensure that clinical governance activities have strong clinician engagement and effective mechanisms for empowering patients.
6. As part of the Executive provide expert advice to support the CEO to ensure the Commission is functioning at its highest level, meeting its legislative requirements and has effective and productive relationships with the Commonwealth, jurisdictions and key health sector agencies and organisations. Work as a team with other members of the Executive and their program directors to implement, and report progress on key deliverables of, the agreed work plan of the Commission, as directed by the CEO.
7. Promote the priorities and work of the Commission through a range of communications, public relations and appropriate fora as required by the CEO.
8. Provide advice and coordinate the Commission’s involvement in relevant inter-government committees, working groups and projects at a national and international level, including undertaking representational activities on behalf of the CEO and Commission.
9. Advise the CEO, Board and Commission standing committees on the relevant programs.
10. Manage and supervise staff of relevant programs including performance management responsibilities.
11. Accountable for the fiscal management of the relevant programs including budgeting and staff resourcing.

Eligibility

The successful candidate will have:

- Extensive experience in planning, developing and evaluating complex, multi-faceted programs aimed at improving safety and quality of health care at national and jurisdictional levels based on extensive and comprehensive understanding of Australia's healthcare system, including the development and implementation of national approaches to improve clinical governance.
- Demonstration of extensive experience in liaison, negotiation, and influencing and consultation skills at a senior level, and ability to engage and develop relationships with senior stakeholders and to broker decisions through collaboration and consensus.
- Proven capacity to develop strategy and provide high-level advice to government and organisational Board level on the design, implementation and evaluation of policies and programs.
- Highly developed oral and written communication skills including demonstrated ability to prepare high-level briefing documents and reports, present publicly to large audiences and effectively represent the interests of their organisation in key meetings and committees.
- Excellent interpersonal, leadership and staff management skills with a demonstrated capacity to develop and maintain high performing teams.
- Strong analytical and conceptual ability with the demonstrated capacity for sound judgement, innovative problem solving and ability to grasp the underlying concerns which may influence positions.

Notes

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

- A CV summarising your relevant experience and qualifications
- A statement addressing your suitability against each of the selection criteria (no more than 250 words per selection criteria).

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to Heather Buchan 02 7232 5149 between Monday to Wednesday or email ACSQHCHR@safetyandquality.gov.au.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST) Sunday 5 October 2025.**

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

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

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

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

To Apply

Position Contact	Heather Buchan, (02) 7232 5149
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0763106

Australian Digital Health Agency

Closing Date:Sunday 05 October 2025

Corporate Services Division
Communications & Secretariat Branch

Job Title	Senior Internal Communications Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0522_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Senior Internal Communications Officer (APS 6) is responsible for delivering clear, engaging and visually compelling internal communications that support the Agency's strategic priorities and foster a connected, informed and motivated workforce. This includes developing content in collaboration with stakeholders across diverse business areas and coordinating its distribution across a range of internal channels.

Duties

A key component of the role involves planning and delivering internal events such as all-staff meetings, staff briefings, in-office events and the Annual Agency Awards. These events are designed to promote staff engagement, celebrate achievements and reinforce the Agency's culture and values. The Annual Agency Awards, in particular, play a central role in recognising excellence and fostering a sense of pride and belonging across the organisation. The role also supports the Assistant Director, Internal and Executive Communications, in annual planning activities contributing to the development of internal strategic communication frameworks and forward work programs.

With a strong focus on promoting the Agency's programs and initiatives, the Senior Internal Communications Officer proactively works with divisions and branches to source and feature content on intranet homepages, ensuring visibility of key initiatives and achievements. The role

also maintains a forward calendar of internal communications aligned to Agency priorities, enabling timely and strategic engagement across the workforce.

The Senior Internal Communications Officer applies sound judgement and develops strategic solutions to address challenges and enhance staff engagement. The role provides expert advice and support to multiple stakeholders, often managing competing priorities under limited direction in a fast-paced environment.

Eligibility

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%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- 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.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Jessica Eskinja at jessica.eskinja@digitalhealth.gov.au.

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.

Salary: This role offers between $98,045 to $110,612 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	Helen Purdy, (02) 8298 2107
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0763057

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Friday 03 October 2025

Office of Business Support Digital Technology Section

Job Title	Digital Analyst
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	$96,669 - $110,532
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	13243
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NDg2Mjg4NjIyOTh-MS9lZGl

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Digital Technology section (DTS) is a high-profile section within the Corporate Office and is responsible for driving the development and delivery of a range of strategic and operational Digital Technology functions. Working in partnership with ARPANSA’s Executive, branches and offices, DTS provides services and advice on the agency’s use of technology, applications, information and data, including oversight of cybersecurity and information governance.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

The Digital Analyst role is responsible for the gathering, comprehending and documenting business processes and requirements for new or changing Digital solutions, and help bridge the gap between customer expectations, design and delivery teams. They contribute to day-to-day Digital technology change programs to ensure that business requirements are met, and issues are resolved.

Working in a small team of multi-skilled specialists, under limited guidance and direction and with professional supervision and guidance provided on complex matters, this role will collaborate with stakeholders to clarify business outcomes and deliver a successful Digital solution that supports agency objectives and minimises ongoing support costs.

A key focus of this role is to develop and support complex relationships with internal and external stakeholders.

Key accountabilities

- Liaise with stakeholders to understand business goals, analyse business processes and determine how they can be changed or better supported to improve outcomes;
- Develop business requirements by translating business goals, user needs and process improvements into Digital solution functions and system requirements for developers;
- Support business design and implementation activities including workshop facilitation, stakeholder interviews, testing, acceptance testing, training and delivering presentations;
- Contribute to the work of a multi-disciplinary design and development team such as business, subject matter experts, product owners, testers, developers and project managers to maintain cohesion and ensure quality outputs;

Eligibility

To be considered for this position you will have a proven knowledge and demonstrated experience in successfully managing contemporary approaches to business analysis, stakeholder engagement, process improvement and communication of system requirements to developers.

Under limited guidance and with reasonable autonomy you will provide specialist business analyst advice to support complex digital solution projects while anticipating and responding to stakeholder requirements and expectations.

You will possess well developed stakeholder management skills, including the ability to lead change and engage stakeholders to gain a shared understanding of business problems. You will have a proven record of developing positive relationships and the ability to influence diverse stakeholder groups and staff.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security

clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

The selection criteria for this role are:

1. Demonstrated ability and experience in analysing business needs, systems and processes, interpreting and specifying requirements and designing systems for business improvements;
2. Demonstrated ability to apply structured business analysis deliverables, tools and techniques such as high level and detailed requirements, research, map business processes, user stories, use cases, conceptualise information and construct visual models;
3. Experience working collaboratively with a multi-disciplinary design and development team to identify and deliver solutions;
4. High level interpersonal and communication skills including the ability to explain digital concepts and technologies to business leaders, as well as business concepts to technologists;
5. Demonstrated capability to work collaboratively and build and sustain positive relationships with staff and a range of key stakeholders and clients; and
6. Demonstrated ability to effectively balance team and individual responsibilities, manage competing demands and achieve outstanding results.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities

- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/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 visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Alma Osmanovic, 9433 2314
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0763073

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Friday 03 October 2025

Radiation Health Services Monitoring & Emergency Response

Job Title	Assistant Director Monitoring Networks
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	$119,358 - $137,290
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	13126
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NDg1MTkwOTkxOTh-MS9lZ

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Monitoring & Networks Section is made up of two groups, Health Physics Measurement and Radiation Monitoring Networks. The Section is responsible for ARPANSA’s field measurement capabilities and networks that are required for the measurement of ionising and non-ionising radiation in people and the environment, as well as a radiation measurement laboratory. This responsibility includes maintenance of ARPANSA’s radiation emergency field response capabilities under national and international arrangements.

Duties

Under broad direction and with considerable independence you will manage the operation of ARPANSA’s radiation monitoring networks for ionising and non-ionising radiation. This includes maintenance of ARPANSA’s UV network, radiation emergency response capabilities and networks and laboratories under contracts with the Comprehensive Test Ban Treaty Organisation (CTBTO).

In this role your responsibilities will focus on managing a small scientific and technical team responsible for delivering the technical requirements of ARPANSA's monitoring networks, including those maintained under ARPANSA's contract with the CTBTO as well as the Ultraviolet Radiation network and the Environmental Radiation Monitoring System. This includes the development, procurement, commissioning and maintenance of all electronics hardware/software, computing and telecommunications equipment associated with the networks. You will be responsible for the installation of the systems across the Australian network of air sampling stations and associated detection systems, and their routine operation and maintenance.

Related duties include liaison with the Provisional Technical Secretariat (PTS) of the CTBTO on technical issues relevant to the equipment interfaces and the transfer of data arising from the monitoring network and liaison with other Australian Government agencies to ensure delivery against the contractual obligations.

Key accountabilities

- Lead a team of technical experts to manage ARPANSA's ionising and non-ionising radiation monitoring networks.
- Coordinate and participate in the on-going development, operation and maintenance of ARPANSA's radiation monitoring networks including the Australian operated CTBT radionuclide monitoring stations.
- Deliver high quality data to key stakeholders ensuring data availability requirements are met.
- Support liaison with staff of the Provisional technical Secretariat of the CTBTO on matters relating to the installation, operation and maintenance of Australian CTBT radionuclide stations.
- Manage any potential risks, including meeting expectations on the delivery of services.

Eligibility

To be considered for this position, you will possess tertiary qualifications in a science or related field from an Australian educational institution or comparable overseas qualifications or other alternative qualifications and experience which, in the opinion of the CEO, are appropriate to the duties. Experience with air monitoring systems, in particular the Comprehensive Nuclear-Test-ban Treaty air monitoring network, would be advantageous.

You will have well developed interpersonal skills and the ability to lead a team together with the ability to liaise with all levels of staff, clients and key stakeholders nationally and internationally. You will have the ability to consistently perform efficiently and effectively at a high level, engage in complex problem solving, and the demonstrated ability to exercise sound decision making and judgement.

You must hold Australian citizenship and be prepared to travel interstate and overseas from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

There are five selection criteria for this role. If you want to advance your career, please tells us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Demonstrated ability in the design and development of technical solutions required to operate diverse radiation monitoring networks.
2. Demonstrated experience in the operation and maintenance of equipment associated with large scale monitoring networks.
3. High level interpersonal and communication skills which demonstrate a capacity to work collaboratively and build and sustain positive relationships with staff and a range of key internal and external stakeholders and clients.
4. Demonstrated ability to apply professional judgement and innovative approaches to problem solving and decision making on complex matters.
5. Demonstrated ability to provide direction to a work area and ensure that its objectives and operational activities are delivered and align with organisational goals.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

How to apply

Applications can be lodged through ARPANSA Careers. Your application will consist of resume, ARPANSA cover sheet, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability.

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About the Australian Radiation Protection and Nuclear Safety Agency

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To Apply

Position Contact	David Hardman, 03 9433 2299
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0763084

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 12 October 2025

Medical Radiation Services Australian Clinical Dosimetry Service

Job Title	Audit Support Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Yallambie VIC
Salary	$89,410 - $93,861
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	13487, 13563
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NDg0ODk0MDQ2OTl-MS9lZ

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Australian Clinical Dosimetry Service (ACDS) is a dosimetry audit service offered by ARPANSA to Australian and New Zealand radiotherapy centres. The ACDS was launched in 2010 and delivers a world-class radiotherapy dosimetry audit program to private and public customers on a cost recovery basis, where the client pays for the services. The audit program assesses the dosimetry of external beams radiotherapy improve patient safety by reducing systemic dosimetric risk to the patient through remote and on-site audits of the radiation delivered. The ACDS works closely with professional radiation oncology organisations and conducts research leading to scientific contributions in publications and conferences of national and international relevance.

Duties

In this role you will support and perform ACDS dosimetry audits for radiation oncology facilities throughout Australia and New Zealand. The work entails direct engagement with the customers' medical physicist and radiation therapist teams, gathering the planned data, performing the audit measurements and generating audit reports.

In addition, you will provide technical, scientific and quality support for the dosimetry audit service including the OSLD and film dosimetry programs, equipment calibration and maintenance. This will require you to undertake ionising radiation dose measurements on ARPANSA's linear accelerators, X-ray and gamma ray sources.

The ACDS undertakes research and development projects to improve and expand dosimetry audit capabilities to keep pace with emerging technologies introduced into radiation oncology clinical practice. The ACDS develops specialised software packages and Monte Carlo simulations for data analysis and interpretation of audit results. In this role you will have the opportunity to develop your experimental, scientific computer programming and analytical skills.

The positions are based in ARPANSA's office in Yallambie, Victoria. The roles require significant on-site attendance for the use and access of resources and equipment. Flexible work arrangements may be negotiated. You will be required to travel regularly throughout Australia and New Zealand.

There are **two non-ongoing positions available.** One non-ongoing maternity leave contract, and one non-ongoing 24-month contract.

Key accountabilities

- Perform ACDS audits and develop an understanding for the clinical relevance and any actions arising from the audit outcome.
- Liaise with clients, analyse data and prepare reports.
- Support the OSLD and film dosimetry procedures for audits within the national radiotherapy audit program.
- Perform complex dosimetry measurements for the ACDS. Measurements will include treatment dose measurement using phantoms, beam characterisation and linac output.
- Perform extensive and comprehensive testing measurements of dosimeters, associated equipment and audit protocols.
- Participate in ACDS research and development activities as required, which may lead to conference presentations or peer reviewed publications.

Eligibility

To be considered for this position you will have a tertiary degree in medical physics, science/applied science in a field involving radiation, or radiation therapy from an Australian educational institution or comparable. You should understand the processes and techniques involved in dose measurement and quality systems in radiotherapy. Postgraduate qualifications or experience in Australian radiotherapy treatment practice is desirable.

You should be familiar with the fundamentals of radiation physics and dosimetry particularly as applied to clinical radiotherapy techniques. An awareness of quality assurance activities in a

radiation oncology facility is an advantage. Experimental and analytical skills along with good writing and communication skills are necessary. Additional skills such as advanced scientific programming, Monte Carlo modelling or clinical treatment planning experience would be highly regarded.

You must hold Australian citizenship and be prepared to travel interstate or overseas from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement. Your employment is subjective to pre-employment checks as required.

Selection criteria

The selection criteria for this role are:

1. Knowledge and experience in the physics and technologies applicable to radiation therapy.
2. Scientific, programming and research skills, showing an ability to work independently to complete projects.
3. Ability to work in a team and ability to engage with multidisciplinary professionals.
4. Well-developed written and oral communication skills.
5. Knowledge of planning techniques in modern radiotherapy treatments (such as stereotactic body or cranial techniques, motion management, or specialist treatment platforms).
6. Knowledge of experimental uncertainties and how they relate to clinical outcomes.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/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 visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Rhonda Brown, 03 9433 2324
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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

Health

Vacancy VN-0762775

Department of Health, Disability and Ageing

Closing Date:Friday 17 October 2025

Independent Health and Aged Care Pricing Authority
Pricing and Analytics Branch Pricing Development Section

Job Title	Technical Analyst - Independent Health and Aged Care Pricing Authority
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$98,336 - $110,937
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with manager
Classification	APS Level 6
Position Number	25-IHACPADIV-29747
Agency Website	

Job Description

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

This position combines elements of data analysis, modelling and stakeholder management to contribute to IHACPA’s strategic goals. The successful candidate will have the opportunity to design, implement, and evaluate changes to health and aged care pricing in Australia.

Duties

- Understanding and analysing data collected from public hospitals, private hospitals, aged care facilities, and other government bodies to design statistical models and answer complex policy questions
- Providing input into research development questions for cost and pricing models used to fund public hospitals and aged care services
- Providing specialist advice to various IHACPA working groups, managing relationships, and working with stakeholders on technical issues

- Preparing analytic working papers and technical documentation to communicate technical issues to key stakeholders
- Supporting the IHACPA Executive in explaining the analysis outcomes, activity based funding results and other technical issues to external stakeholders
- Collaborating with other sections on IHACPA's broader work program.

Eligibility

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

An applicant's suitability for employment with Health 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.

A degree in quantitative discipline such as mathematics, statistics, economics, etc, or equivalent professional experience is required for this position.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 25-IHACPADIV-29747 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing 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 (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Mireille Regan Gomm, 02 7232 5860
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0762997

Department of Health, Disability and Ageing

Closing Date:Sunday 05 October 2025

Information Technology Division
Data & Analytics Platform Services Branch Data Platform Operations Section

Job Title	APS Level 6 - Production Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	$98,336 - $110,937
Future Merit Locations	Sydney, Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	25-ITDIV-30068
Agency Website	

Job Description

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

Production Support Officer assist in the operations to manage daily EDW production support activities, including but not limited to priority settings, tasks assignments, coordination and reporting.

Duties

- Manage and prioritize support needs for production data systems by continuously monitoring performance and swiftly addressing incidents to ensure system reliability and business continuity.
- Actively promote and implement security; auditability; and data integrity controls, along with other non-functional requirements within production data systems.
- Continuously refine team processes and support approaches to production systems through regular retrospectives, feedback loops, and the adoption of best practices to enhance efficiency and resilience.
- Work collaboratively within a multi-disciplinary team to support data products in production, fostering open communication, shared ownership, and collective problem-solving to ensure system reliability and rapid issue resolution.
- Achieve trusted partner status with business through being responsive, customer focused and providing expert advice in support of delivering on data product outcomes in alignment with branch strategic priorities.
- Create and maintain comprehensive documentation for support processes, runbooks, and known issues to ensure consistent operations and enable efficient incident resolution.
- Contribute to a positive team culture by calling out and celebrating achievements.
- Share ideas and improvements constructively and openly.
- Role modelling the Divisions vision, values, and culture.

Qualifications/Certifications

Relevant tertiary qualification(s) in IT or related field and/or equivalent relevant industry knowledge experience.

Eligibility

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

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

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-ITDIV-30068 to assist when making an enquiry.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended.

Please note, position 24-ITDIV-26521 – APS Level 6 – Production Support Officer, Operations Support Section has been readvertised, candidates who applied previously do not need to reapply.

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Martin Barrow, 0420 405 509
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0763195

Department of Health, Disability and Ageing

Closing Date:Wednesday 15 October 2025

Medicines Regulation Division
Prescription Medicines Authorisation Branch Clinical Evaluation 4 Section

Job Title	Medical Officer 5 - Prescription Medicines Authorisation Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Darwin NT, Perth WA, Hobart TAS
Salary	$262,001 - $296,272
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements can be negotiated
Classification	Medical Officer Class 5
Position Number	25-MRDIV-29725
Agency Website	

Job Description

https://www.health.gov.au/

Are you a senior medical professional ready to lead strategic regulatory work that impacts public health across Australia?

We are seeking a **Principal Medical Officer to join the Medicines Regulation Division at the Therapeutic Goods Administration**. This is a senior leadership role responsible for overseeing the clinical evaluation of prescription medicines and contributing to regulatory decisions that ensure the safety, efficacy and quality of therapeutic goods.

As a **Principal Medical Officer**, you will lead a team of medical professionals, provide expert advice to senior stakeholders, and make regulatory decisions about the registration of prescription medicines. You will apply your deep clinical expertise and regulatory insight to guide complex evaluations and drive reform initiatives.

Principal Medical Officers provide strategic leadership within the Medicines Regulation Division and the broader department. They lead teams responsible for evaluation and decision making for the market authorisation of particular groups of medicines. Medical Officers at this level require a very high level of professional knowledge and skills in a specific field(s) of medicine, including pharmacology, epidemiology and regulatory science. The successful candidate must also have demonstrated strategic leadership, team management, organisational, communication and stakeholder management skills.

We’re looking for someone with strong leadership capability, a commitment to public health, and a collaborative mindset. You will recognise the importance of team culture and values, and contribute to a high-performing, inclusive and forward-thinking workplace.

This is a unique opportunity to influence national health outcomes, work with global counterparts and shape the future of medicine regulation in Australia.

Duties

- Lead and manage a team of professional medical and scientific staff within the branch.
- Provide strategic direction, drive business process improvements, and offer mentorship and training across the branch and to the TGA more broadly.
- Apply a deep understanding of therapeutic goods regulation in Australia to maintain a high level of autonomy, implement reform work, and make decisions in accordance with the regulatory framework, the strategic direction of the Department and the PGPA Act.
- Lead and prepare advice to the TGA, departmental Executives, Minister and Committees on issues concerning the prioritisation, registration and scheduling of medicines.
- Oversee the preparation of high quality, timely and professional medical and scientific evaluation reports from internal and external medical officers in relation to the safety of medicines, and the preparation of material on the safety of medicines for publication.
- Evaluate prescription medicine applications for efficacy, safety and, where relevant, consider quality aspects as part of decision-making.
- Make regulatory decisions on behalf of the Secretary to approve, remove and/or restrict regulated medicines for sale or supply, or to register new medicines for marketing in Australia, in accordance within a risk-based framework.
- Monitor international developments and liaise with stakeholders and peers including overseas regulatory authorities, the World Health Organisation, healthcare professionals, industry, consumers, state and territory health departments and hospital authorities on matters relating to the safety of medicines.
- Represent the Department at meetings, committees and international forums as required.

Eligibility

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

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

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

- Obtaining and maintaining a security clearance at the required level

For this role applicants must be able to obtain and maintain a Negative Vetting 1 security clearance or hold a current security clearance at an appropriate level.

Notes

- **Applications close Wednesday 15 October 2025 at 11:30pm AEST**
- Applicants are asked to quote reference number **25-MRDIV-2972**5 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing 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 (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Andrew Simpson, Not Available
Agency Recruitment Site	https://www.health.gov.au/

Health

Vacancy VN-0763113

National Health and Medical Research Council

Closing Date:Sunday 02 November 2025

General Manager's Division
Various Various

Job Title	Indigenous Virtual Internship Program - Affirmative Measures - Indigenous
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations - ACT ACT
Salary	$70,232 - $77,845
Future Merit Locations	Melbourne, Canberra, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - NT, Various locations - SA, Various locations - TAS, Various locations - ACT
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Flexible Working Arrangements
Classification	APS Level 3
Position Number	IVI-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

https://nhmrccareers.nga.net.au/cp/

Are you passionate about health?

Do you want to contribute to Australia's future?

Do you see yourself working in the health and/or medical research?

The National Health and Medical Research Council (NHMRC) invites current university students of Aboriginal and/or Torres Strait Islander heritage to apply for our Indigenous Virtual Internship Program. This dynamic program offers you the chance to dive into NHMRC's important work while enriching your academic journey with hands-on experience. This opportunity is available Australia wide as remote work, however candidates based in Canberra or Melbourne will have the option to work from the NHMRC office.

As an intern, you will:

- Engage directly with government processes involved in funding health and medical research
- Contribute to developing guidelines and addressing ethical challenges
- Explore how knowledge is shared and promoted across communities
- Gain a deeper understanding of public administration and accountability in action

Applications close 11:30 PM AEDT Sunday, 2 November 2025

We’re offering a limited number of flexible virtual internships, each requiring 200 hours or more, tailored in collaboration with your supervisor to fit your schedule and goals. Jumpstart your career and make an impact with NHMRC.

Access the application form through the NHMRC careers portal

Duties

As part of the internship program, you will have the opportunity to take part in various projects to

- Build and maintain effective relationships within NHMRC and with external stakeholders
- Provide critical operational and administrative support in exciting and impactful projects
- Draft communication with grant recipients and stakeholders
- Provide administrative support for corporate and project related activities such as:
  - Drafting communication messages to the research sector
  - Gathering and providing input to briefings and requests for information
  - Data extraction and analysis
- Bring fresh ideas and creative thinking to drive innovative improvements across the business

For further information contact Sam Faulkner, Director Indigenous Advice via Indigenous.Advice@nhmrc.gov.au

NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research. But what truly makes us a great place to work? It’s our highly engaging, inclusive, and supportive culture. With an outstanding 85% response rate, our staff told us they feel pride in their work (89%), are committed to our goals (92%), and value our leadership and communication. We’re leading the way in employee engagement, innovation, and wellbeing support - making NHMRC not just a workplace, but a community where people thrive according to our recent 2024-25 APS Census results.

Eligibility

To be eligible you must:

1. Be enrolled in an undergraduate or master’s degree in a health, medical research or science related field and provide evidence to confirm that you are of Aboriginal and/or Torres Strait Islander descent. Acceptable evidence includes:
    1. a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming you are recognised as an Aboriginal and/or Torres Strait Islander person; or
    2. a confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation; or

3. two statutory declarations confirming you are an Aboriginal and/or Torres Strait Islander Australian. The first declaration must be completed by you and the second declaration can be completed by an Indigenous Service Provider (e.g. a University Support Unit or an Indigenous Medical Service) or an APS employee, who is also Aboriginal and/or Torres Strait Islander

2. Be available for approximately 200 hours from mid-November 2025 to mid-January 2026, (during the summer university break). However, there is flexibility around these timeframes.
3. Submit a completed online application form with your Resume prior to the closing date and time, be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

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

This vacancy has been nominated for filling within the agency's internship program. An internship designed to provide university students with a taste of work in the APS and, if applicable, an opportunity to gain academic credit through a work placement which is usually unpaid. Participants may receive mentoring and on the job support, and complete a work-based project as part of the placement.

About the National Health and Medical Research Council

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

To Apply

Position Contact	Sam Faulkner, (02) 6217 9526
Agency Recruitment Site	https://nhmrccareers.nga.net.au/cp/

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Health

Vacancy VN-0763192

National Health and Medical Research Council

Closing Date:Monday 06 October 2025

Technology and Data Grant Systems

Job Title	Tester
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Hobart TAS, Brisbane QLD, Darwin NT, Adelaide SA, Perth WA
Salary	-
Future Merit Locations	Canberra, Melbourne, Sydney, Hobart, Brisbane, Darwin, Adelaide, Perth
Office Arrangement	Flexible
Office Arrangement Details	The location for this role is flexible, it can be in our Canberra or Melbourne offices or any location within Australia.
Classification	APS Level 6
Position Number	22-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

Are you a detail-oriented Tester with a passion for quality assurance and software reliability? Do you thrive on ensuring systems meet the highest standards through rigorous manual and automated testing? If so, we want to hear from you!

The National Health and Medical Research Council (NHMRC) is seeking a dedicated Tester to help deliver our refreshed grants management platform, Sapphire. Work closely with developers and the Test Manager to ensure our systems are robust, user-friendly, and ready to support Australia's leading health and medical research initiatives.

Duties

As the Tester, to support the delivery of NHMRCs refreshed granting platform, Sapphire, you will:

- Execute test plans, test cases, and test scripts as directed by the Test Manager.

- Perform manual and automated testing to identify defects and ensure the quality of the system.
- Document and report test results, including any defects found during testing.
- Collaborate with the development team to understand requirements and assist in troubleshooting issues.
- Participate in test planning and review sessions.
- Ensure that testing activities are conducted in accordance with established processes and standards.
- Conduct thorough testing of the user interfaces and user experiences of the Grants Management System.

The successful candidate will demonstrate the following:

- Experience in software testing and quality assurance.
- Familiarity with testing methodologies, tools, and processes
- Ability to execute test plans, test cases, and test scripts.
- Strong attention to detail and analytical skills.
- Good communication and teamwork skills.
- Basic understanding of manual and automated testing techniques.

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

Eligibility

The successful candidate:

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

Notes

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

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

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

About the National Health and Medical Research Council

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

To Apply

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

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Home Affairs

Vacancy VN-0762975

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 05 October 2025

Enterprise Enablement
Finance, Property & Procurement

Job Title	Specialist, Management Accounting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	02114, 02115
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

Are you a skilled finance and accounting professional with strong analytical and problem-solving skills? We are seeking two APS6 Specialist, Management Accounting to join our Finance team within the Finance, Property and Procurement Branch. These roles will provide high-quality financial advice, analysis, and reporting to support effective decision-making across AUSTRAC.

APS6 Specialist, Management Accounting

As a Specialist, Management Accounting, you'll play a vital role in supporting AUSTRAC's decision-making by managing internal and external budgeting, forecasting and financial analysis. You will provide insights on operating and capital expenditures, revenue streams, and funding allocations, while shaping financial and budget strategies. Your work will underpin decision-making, support resource planning, and drive financial integrity, ensuring AUSTRAC has the financial capability to fulfil its regulatory and intelligence functions.

If you're ready to take the next step in your finance career and contribute to high quality and delivery of Management Accounting, we encourage you to apply now!

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

Duties

- Work closely with budget holders and client divisions to understand business operations and financial needs.
- Provide sound budget management advice for the executive and the client division.
- Provide timely, accurate and internal management reports.
- Asist budget holders in the preparation of internal budgets and monthly forecast.
- Contribute to the consolidation of internal budget and forecast modules within AUSTRAC's Financial Management Information Systems (FMIS).
- Prepare cost estimates for new project and policy proposals.
- Identify process improvements for budgeting, costing and reporting.

Eligibility

Who are we looking for

We are seeking motivated financial professionals with a strong background in Management Accounting to join the team at AUSTRAC.

Required

- Applied knowledge of the Australia Accounting Standard and the Public, Governance, Performance and Accountability Act 2013 (PGPA).

Desirable

- Relevant Tertiary degree and/or Professional membership (CA, CPA or CIMA) is highly desirable.
- Technology1 skills or a similar system is highly desirable

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

This recruitment process is used to:

- Fill two non-ongoing APS6 positions. The vacancy will be contracted for 12 months where there may be opportunities for ongoing positions.
- Build a merit pool to fill similar vacancies (ongoing or non-ongoing) within the next 18 months in the event positions become vacant.

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement with 60% at home and 40% in office.
- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Lauren Nathan, 02 6120 2603
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0763172

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 05 October 2025

Enterprise Enablement
Finance, Property & Procurement

Job Title	Specialist, Management Accounting - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	02114, 02115
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

Are you a skilled finance and accounting professional with strong analytical and problem-solving skills? We are seeking two APS6 Specialist, Management Accounting to join our Finance team within the Finance, Property and Procurement Branch. These roles will provide high-quality financial advice, analysis, and reporting to support effective decision-making across AUSTRAC.

APS6 Specialist, Management Accounting

As a Specialist, Management Accounting, you'll play a vital role in supporting AUSTRAC's decision-making by managing internal and external budgeting, forecasting and financial analysis. You will provide insights on operating and capital expenditures, revenue streams, and funding allocations, while shaping financial and budget strategies. Your work will underpin decision-making, support resource planning, and drive financial integrity, ensuring AUSTRAC has the financial capability to fulfil its regulatory and intelligence functions.

If you’re ready to take the next step in your finance career and contribute to high quality and delivery of Management Accounting, we encourage you to apply now!

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

Duties

- Work closely with budget holders and client divisions to understand business operations and financial needs.
- Provide sound budget management advice for the executive and the client division.
- Provide timely, accurate and internal management reports.
- Asist budget holders in the preparation of internal budgets and monthly forecast.
- Contribute to the consolidation of internal budget and forecast modules within AUSTRAC's Financial Management Information Systems (FMIS).
- Prepare cost estimates for new project and policy proposals.
- Identify process improvements for budgeting, costing and reporting.

Eligibility

Who are we looking for

We are seeking motivated financial professionals with a strong background in Management Accounting to join the team at AUSTRAC.

Required

- Applied knowledge of the Australia Accounting Standard and the Public, Governance, Performance and Accountability Act 2013 (PGPA).

Desirable

- Relevant Tertiary degree and/or Professional membership (CA, CPA or CIMA) is highly desirable.
- Technology1 skills or a similar system is highly desirable

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

This recruitment process is used to:

- Fill two non-ongoing APS6 positions. The vacancy will be contracted for 12 months where there may be opportunities for ongoing positions.

- Build a merit pool to fill similar vacancies (ongoing or non-ongoing) within the next 18 months in the event positions become vacant.

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement with 60% at home and 40% in office.
- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Lauren Nathan, 02 6120 2603
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0763173

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 05 October 2025

Enterprise Enablement
Finance, Property & Procurement

Job Title	Specialist, Management Accounting - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	02114, 02115
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

Are you a skilled finance and accounting professional with strong analytical and problem-solving skills? We are seeking two APS6 Specialist, Management Accounting to join our Finance team within the Finance, Property and Procurement Branch. These roles will provide high-quality financial advice, analysis, and reporting to support effective decision-making across AUSTRAC.

APS6 Specialist, Management Accounting

As a Specialist, Management Accounting, you'll play a vital role in supporting AUSTRAC's decision-making by managing internal and external budgeting, forecasting and financial analysis.

You will provide insights on operating and capital expenditures, revenue streams, and funding allocations, while shaping financial and budget strategies. Your work will underpin decision-making, support resource planning, and drive financial integrity, ensuring AUSTRAC has the financial capability to fulfil its regulatory and intelligence functions.

If you’re ready to take the next step in your finance career and contribute to high quality and delivery of Management Accounting, we encourage you to apply now!

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

Duties

- Work closely with budget holders and client divisions to understand business operations and financial needs.
- Provide sound budget management advice for the executive and the client division.
- Provide timely, accurate and internal management reports.
- Asist budget holders in the preparation of internal budgets and monthly forecast.
- Contribute to the consolidation of internal budget and forecast modules within AUSTRAC's Financial Management Information Systems (FMIS).
- Prepare cost estimates for new project and policy proposals.
- Identify process improvements for budgeting, costing and reporting.

Eligibility

Who are we looking for

We are seeking motivated financial professionals with a strong background in Management Accounting to join the team at AUSTRAC.

Required

- Applied knowledge of the Australia Accounting Standard and the Public, Governance, Performance and Accountability Act 2013 (PGPA).

Desirable

- Relevant Tertiary degree and/or Professional membership (CA, CPA or CIMA) is highly desirable.
- Technology1 skills or a similar system is highly desirable

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

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Why AUSTRAC?

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

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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To Apply

Position Contact	Lauren Nathan, 02 6120 2603
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0763148

Australian Nuclear Science and Technology Organisation

Closing Date:Monday 06 October 2025

Nuclear Science and Technology
Environment Research and Technology Group Science Program - Water

Job Title	Post Doctoral Research Fellowship
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$102,960 - $102,960
Future Merit Locations	Lucas Heights
Office Arrangement	On Site
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-2116
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Fixed Term -2 Years | Full Time | $102,960 +15.4% super
- Lucas Heights location | Health & Wellbeing Programs | Free onsite car parking
- An exciting opportunity to contribute to impactful translational science.

About the Opportunity

The Post-Doctoral Research Fellow will perform research that contributes to ANSTO Projects by carrying out laboratory-based experimental work and producing scientific reports and publications. This role supports food provenance research through practical laboratory-based skills, with a strong emphasis on statistical analysis, modelling, and database development. The successful candidate will apply advanced statistical techniques and develop predictive models to interpret datasets, helping to trace food origins and support translational science outcomes. Experience in multivariate analysis, geospatial modelling, or machine learning approaches will be highly valued.

About You

"We are seeking a candidate with a strong background in statistics who enjoys hands-on laboratory work and data-driven research." - **Patricia Gadd, Science Program Leader -Food and Water**

Duties

- upport the project lead with writing scientific manuscripts and technical reports, contributing to grant applications, and supervising students.
- Translate research ideas into impactful outcomes by exploring solutions, evaluating alternatives, and selecting optimal approaches to deliver high-quality scientific outputs aligned with project goals.
- Conduct laboratory-based experimental work and undertake relevant training to ensure the delivery of rigorous and reproducible research results.
- Apply advanced statistical and modelling techniques to analyse complex datasets, develop predictive frameworks, and support evidence-based conclusions in food provenance research.
- Collaborate closely with the project lead and the broader food provenance team to drive progress, share insights, and contribute to a cohesive and innovative research environment.
- Publish scientific findings in peer-reviewed journals and actively build professional networks with researchers and industry partners at local, national, and international levels.
- Communicate research outcomes effectively within ANSTO and across the wider scientific community through presentations, publications, and stakeholder engagement.

Please click here to view the Position Description.

Eligibility

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health,

saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

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

We support and reward our employees through eligibility for:

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

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

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Patricia Gadd on (02) 9717 3140 or 0486 025 744. For all other queries please contact Talent Acquisition on +61 (02) 9717 3740.

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

Application closing date: 6 October 2025 at 11:59 pm

All applicants must be Australian citizens.

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

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

Notes

About the Australian Nuclear Science and Technology Organisation

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

To Apply

Position Contact	Patricia Gadd, (02) 9717 3140 or 0486 025 744
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0763166

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 07 October 2025

National Measurement Institute

Job Title	Site Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	$86,631 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5
Position Number	1767_09/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

The **National Measurement Institute (NMI)** is a large division within the Department of Industry, Science, and Resources (DISR). The NMI supports DISR in meeting its objectives by being the national authority on measurement. We play a fundamental role underpinning 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.

The Office of the CEO is a small, high performing team providing Executive support to the CEO, coordinating small projects and administering shared services at the Lindfield site.

The opportunity

We are seeking an individual with personal drive and integrity who will uphold the NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and APS Code of Conduct.

The Support Officer's (SO) primary role is to support projects at NMI Lindfield site and lead a small team of administration staff. The SO will assist the Office of the CEO and NMI branches as needed. This includes support to other Senior Executive and collaboration with administration staff across the division as required. It may involve work across a broad spectrum of areas and involve a wide range of tasks.

What's in it for you?

The opportunity to gain experience and have a fulfilling role in an interesting workplace.

To hone existing skills as well as learn and develop new ones. To be part of a small multi-skilled team that makes things happen and get things done.

Our ideal candidate

Our ideal candidate:

- has a track record of meeting deadlines and following through to complete tasks
- has previous experience supervising a small team
- can build and sustain positive working relationships with internal and external stakeholders
- has good attention to detail in following processes
- has good judgement and the ability to handle sensitive material appropriately
- has well developed oral and written communication skills and has experience working with senior executives
- can work independently when required, showing drive and reliability.

Duties

As part of a small high-performing team, the successful candidate will:

- assist with divisional aspects of property management, accommodation and coordination of staff moves and carry out other property related administrative duties
- provide day to day supervision of a small team
- assist with contract management for both procurement and other matters
- prepare and maintain accurate registers of assets and other items
- prepare correspondence and provide backup secretariat support including minute taking
- prepare presentations and briefing notes to support the achievement of business requirements
- assist with coordination of Divisional compliance, reporting, responses and other documentation
- maintain records and arrange servicing of the site fleet vehicles
- maintain and update administrative practices, systems and procedures to improve efficiency and service delivery.

Eligibility

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

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

Notes

The department currently offers flexible work opportunities for many roles. This vacancy is based at NMI Lindfield NSW, although flexible work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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

To Apply

Position Contact	Virginia Gore, 02 8467 3441
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0763259

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 16 October 2025

National Measurement Institute

Job Title	Forensic Chemist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	$86,631 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role is conducted on site and there is limited capacity to work flexibly. Please reach out to the contact officer to discuss.
Classification	APS Level 5
Position Number	1785_09/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

The **National Measurement Institute (NMI)** is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice, and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards. We value the different skills, knowledge, and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The **Chemical and Biological Metrology Branch** provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs, and ultra-trace analysis. The branch delivers services across all these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The NMI's **Australian Forensic Drug Laboratory (AFDL)** is a team of scientists providing forensic science services to government agencies such as the Australian Federal Police (AFP) and the Australian Border Force (ABF). The AFDL performs routine identification and quantification of illicit drugs seized by the AFP and ABF for prosecution, reporting and intelligence purposes. The AFDL also performs chemical profiling of illicit drugs to determine geographical origin of cultivated drugs and the synthetic route of manufactured drugs. This forms the basis of strategic and tactical intelligence reports used by law enforcement to assist drug trafficking disruption.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution

- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- a vacation care subsidy
- $235 healthy lifestyle subsidy
- flexible working arrangements
- salary packaging which allows you to make certain payments using your pre-tax salary.
- access to study assistance
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- A Bachelor of Science degree with a major in Chemistry from a recognised university.
- Demonstrated knowledge of the chemistry pertaining to illicit drugs, including the knowledge of synthetic pathways used to manufacture methylamphetamine.
- Demonstrated experience in the use, maintenance and troubleshooting of advanced analytical instrumentation, including NMR, GC-MS, FTIR and UPLC. Experience with IRMS will be looked on favourably.
- Demonstrated knowledge of organic chemistry, and previous experience in the structural elucidation of unknown samples using 1D and 2D nuclear magnetic resonance experiments (such as 1H, 13C, DEPT, COSY, HSQC, HMBC).
- Experience working in a NATA accredited laboratory and familiarity with ISO 17025 (Forensics).
- Demonstrated ability to work collaboratively with others, learn and respond constructively to feedback, and contribute to the team’s performance.
- Good communication skills with the ability to accurately document results and observations, and present scientific evidence in court.
- Ability to conduct complex analysis with limited supervision showing judgement in problem-solving and decision-making.
- Ideal candidates will have personal drive and integrity in the content of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

Duties

As an **Organic and Profiling Chemist**, you will be responsible for undertaking analyses on drug seizures and controlled substances, including structural elucidation of unknown novel psychoactive substances using NMR. The successful candidate will also be responsible for the chemical profiling of methylamphetamine to determine the synthetic route and precursor used to manufacture these seizures. The results of these chemical analyses form the basis of intel and evidential statements required by law enforcement.

The successful candidate will also participate in other laboratory activities, many that impact on the Laboratory Quality System, including:

- Contributing to and promoting a culture of safety and a safe working environment, ensuring adherence to health and safety protocols.
- Operating and maintaining scientific instrumentation.
- Completing structural elucidation of unknown samples using 1D and 2D nuclear magnetic resonance experiments.
- Processing raw analytical data.
- Preparing reports based on evidential and intel analysis and contributing to analogue opinion statements.
- Providing evidence in court.
- Working with senior staff to assist in the development and validation of analytical methods.
- Provision of support and advice to the team and the broader NMI, mentoring staff and inputting into multidisciplinary projects.

Eligibility

To undertake this role, the successful candidate must have:

- A Bachelor of Science degree with a major in Chemistry from a recognised university.
- Demonstrated experience in the use, maintenance and troubleshooting of advanced analytical instrumentation, including NMR, GC-MS, FTIR and UPLC. Experience with IRMS will be looked on favourably.
- Demonstrated knowledge of organic chemistry, and previous experience in the structural elucidation of unknown samples using 1D and 2D nuclear magnetic resonance experiments (such as 1H, 13C, DEPT, COSY, HSQC, HMBC).
- Demonstrated knowledge of the chemistry pertaining to illicit drugs, including the knowledge of synthetic pathways used to manufacture methylamphetamine.

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

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

Notes

A vaccination for Hepatitis A and B or serology immunity testing may be required after commencement with NMI.

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.

This role is conducted on site and as such there is limited capacity to work flexibly outside of an ad-hoc basis. Please reach out to the contact officer to discuss further.

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

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

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

To Apply

Position Contact	Julian Russo, 9449 0190
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0763131

Geoscience Australia

Closing Date:Sunday 12 October 2025

Space Division
Positioning Australia GNSS Infrastructure and Informatics

Job Title	Performance and Quality Manager
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	18973
Agency Website	www.ga.gov.au

Job Description

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

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

About us

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

Our culture

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

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

What we can offer you

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

Our team

Geoscience Australia is leading the development of a national positioning capability that enables government, business, and academia access to the positioning data and services that are being used to solve important scientific challenges and drive innonvation across a wide range of sectors.

As part of the GNSS Infrastructure and Informatics Section, you will be at the forefront of developing, operating, and advancing open positioning services across Australia and the surrounding region.

Our team fosters a positive culture focused on the open sharing of knowledge, continuous improvement, being solutions focused, innovating without fear, and fostering and maintaining strong partnerships with all stakeholders.

Duties

As the Performance and Quality Manager, you'll be responsible for assessing and reporting on the performance and quality of our positioning services – supporting both corporate and contractual reporting requirements. In doing so, you'll work with a diverse team of technical experts to ensure that key performance indicators are met, quality standards are upheld, and continuous improvement is driven across teams and systems.

In this role you will:

- Contribute to the development and implementation of a quality management system, and perform associated quality assurance activities, including data analysis and reporting.
- Provide leadership to our operations officers, building capability and fostering a performance and customer-focused culture.
- Lead the continuous monitoring of network performance, identifying opportunities for improvement in quality, availability, and user experience.
- Support projects that enhance operational maturity, including change and incident management frameworks, external reviews, dashboards, and user support systems.

- Engage with stakeholders on operational issues related to performance and quality, ensuring timely resolution and continuous improvement.

To be successful in the role you will:

- Lead with integrity and accountability, applying quality management principles to develop and maintain standards, foster a culture of compliance, and drive continuous improvement across operational systems and services.
- Think strategically and use sound judgement, applying data-driven analysis to assess performance, identify risks and opportunities, and implement tools and processes that enhance service delivery and user experience.
- Manage projects and deliver results, leading initiatives that improve network performance and operational maturity, including change and incident management, documentation, and stakeholder support systems.
- Communicate with influence and collaborate effectively, engaging stakeholders and team members to resolve issues, share knowledge, and promote a culture of technical excellence, responsiveness, and innovation.
- Adapt and be resilient, maintaining high performance and professionalism while navigating change, uncertainty, and complex operational challenges in a dynamic environment.
- Support section management and actively contribute to and foster an inclusive culture within the team; Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical, and professional manner.

Required skills, knowledge, experience and/or qualifications

- Demonstrated experience in applying quality management frameworks.
- Experience working in an operational environment delivering time-sensitive support services to a diverse users base.

Eligibility

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

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

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse

backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 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 Ryan Ruddick on (02) 6249 9426 or email Ryan.Ruddick@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ' Applying for an APS job: cracking the code'.

Notes

Recruitability

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

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

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process to fill future ongoing and non-ongoing roles over the next 18 months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

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To Apply

Position Contact	Ryan Ruddick, (02) 6249 9426
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0763189

Geoscience Australia

Closing Date:Monday 13 October 2025

Corporate Division
Organisational Investment Governance

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	18990
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia values the lands, waters and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations Peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

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 is a small team in the Organisational Investment Branch of Corporate Division. Together, we are responsible for governance, risk management and fraud control (including compliance), corporate performance, planning and reporting, business continuity, insurance arrangements, internal audit including Secretariat for the Audit and Risk Committee and information and records management.

Duties

The Governance Officer role works to administer various governance frameworks, supports business owners across the entity by providing advice and support to ensure compliance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Relevant experience in governance within the APS will enable you to quickly make a difference to this important role.

As part of the Governance team, you will work across general governance activities as required which could include secretariat support for the Audit and Risk Committee, internal audit activities, risk management, Comcover insurance activities business continuity, gifts and benefits, records management, monitoring shared mailboxes and team intranet pages.

In this role you will:

- Assist the Audit and Risk Manager with:
  - secretariat services for the Audit and Risk Committee including coordinating the preparation of meeting papers, briefing material and packs, and meeting room preparations.
  - planning, coordination and facilitation of other relevant governance activities as required.
  - procurement and contract management activities in relation to ARC members and the Internal Audit provider

- Be the key contact for risk management activities and Comcover insurance queries, including the coordination of the annual insurance questionnaire
- Coordinate the bi-ennial Comcover Risk Management Benchmarking Survey
- Assist with the Fraud and Corruption Control Plan and risk assessment, as well as maintaining content for the mandatory e-learning Fraud and Corruption course
- Maintain the gifts and benefits register and prepare minutes, briefs and advice to facilitate approvals and build awareness as appropriate
- Liaise with key stakeholders to coordinate and undertake processes for timely reviews and updates for corporate planning and reporting
- Support projects such as preparation of the Annual Report or Corporate Plan, and work within the Government's Digital Annual Reporting Tool (DART) to enter data and upload information as required
- Maintain intranet pages for the Governance Team
- Provide back-up services to the information and records management team.

To be successful in the role you will have:

- Highly developed specialist knowledge and application of the *Public Governance, Performance and Accountability Act 2013* and Rule 2014, Resource Management Guides and governance frameworks
- Problem solving skills including the ability to deal with, evaluate and communicate unfamiliar, complex and/or sensitive issues
- Exceptional organisational and time management skills, with the ability to plan, multi-task, prioritise and coordinate input
- Well-developed written and verbal communication skills, with strong attention to detail
- High level of interpersonal skills and the ability to foster effective working relationships within a team and with entity-wide stakeholders
- The ability to plan for and deliver continuous improvement.

Required skills, knowledge, experience and/or qualifications

- Significant experience in providing high-level secretariat support services.
- Risk management experience in a Commonwealth government setting.
- Understanding of internal audit management and processes.
- Significant knowledge and experience within a governance field and a Commonwealth government entity.
- Knowledge and understanding of the Public Governance, Performance and Accountability Act 2013.

Eligibility

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

- Be an Australian Citizen at the closing date of application.

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

Are you unsure about applying?

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

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

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

To learn more about applying for roles within the Australian Public Services please review, ' Applying for an APS job: cracking the code'.

If you have any questions regarding the role, please contact Silva McNamara on 02 6249 5975 or email silvia.mcnamara@ga.gov.au.

Notes

RecruitAbility

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

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

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process to fill similar ongoing and non-ongoing roles over the next 18 months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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To Apply

Position Contact	Silva McNamara, 02 6249 5975
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0763328

Geoscience Australia

Closing Date:Sunday 19 October 2025

Office of the Chief Executive Officer
Transformation Program Office Program Delivery

Job Title	Service Delivery Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$139,836 - $174,268
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 2
Position Number	19234
Agency Website	www.ga.gov.au

Job Description

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

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Our culture

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

What we can offer you

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

Our team

Geoscience Australia is undertaking an Organisational Transformation Program (the Program) to design and implement operating model changes to ensure that the organisation remains fit for purpose into the future. The Program will undertake organisational design and incorporate recommendations from recent internally initiated reviews and audits. The Program will align activities into cohesive, achievable workstreams that will allow us to deliver effective long-term change. The Program will uplift key areas to improve our performance, resilience and impact and ensure that the organisation can continue to successfully deliver into the future.

The Transformation Office is responsible for planning, coordinating, delivery, monitoring and reporting of the program of work. In particular, the Transformation Program Office ensures that work is effectively defined and sequenced, risks, issues and dependencies are managed, change and communication activities are effective and that benefits are defined and measured.

Duties

Through modern ways of working, using industry standards and best practice approaches, the Service Delivery Lead will help ensure Geoscience Australia lifts organisational maturity, better ensuring our ability to deliver valuable outcomes.

In this role you will:

- Embed and uplift organisational service delivery capabilities including Service Design, Agile, Lean, Product Management and Delivery Management to help to build a high-performing organisation.
- Apply strong leadership, collaboration and communication skills, guide and mentor staff, and work with stakeholders, to ensure the feasibility, viability, and desirability of outcomes across a range of agency programs, projects and initiatives.
- Work closely with project or delivery teams to design services that are valuable, efficient, and scalable.
- Oversee and approve development and curation of learning materials, content and activities to coach, guide, demonstrate and advise on a range of lean and human-centred ways of working.

- Lead internal and external reporting and communication activities relating to delivery team output and activities, including developing and presenting monthly status reports, executive briefings, and staff education events.
- Manage a small, capable and productive team of design and delivery professionals supporting projects and initiatives within the Transformation Office and across the organisation.
- Build strong internal and external professional relationships, leveraging them to positively influence stakeholders to meet organisational goals.
- Be a member of the Transformation Office's senior leadership team and play an integral role in contributing to the strategic direction of the branch, group and agency and fostering a culture of psychological safety that enables all staff to perform at their best.

To be successful in the role you will:

- Have exemplary understanding of Lean, Agile and Human-Centred practices, with both theoretical and practical skills.
- Set and communicate clear strategic direction.
- Drive a culture of continuous improvement
- Focus on value, demonstrating ability to achieve outcomes and align with organisational priorities.
- Be innovative and challenge the organisation to explore new ways of doing things.
- Take accountability, lead by example and demonstrate behaviours you wish to see in others.

Required skills, knowledge, experience and/or qualifications

- 7+ years of experience in product management, service delivery, service design or a related field. Qualifications or certifications are desirable, but not mandatory.
- Proven, demonstrable experience in driving service delivery maturity uplift in large and/or complex organisations.
- Experience managing, coaching and developing staff.
- Excellent communication skills.

Eligibility

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

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

Are you unsure about applying?

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

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 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 Raven Calais on (02) 6249 5944 or email Raven.Calais@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ' Applying for an APS job: cracking the code'.

Notes

Recruitability

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

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

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

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pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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To Apply

Position Contact	Raven Calais, 02 6249 5944
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0763366

Geoscience Australia

Closing Date:Thursday 09 October 2025

Office of the Chief Scientist

Job Title	Director, Strategic Science
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$139,836 - $174,268
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 2
Position Number	18925
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

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

Our culture

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

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

What we can offer you

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

Our team

The Office of the Chief Scientist ensures Geoscience Australia's national leadership and coordination of Australia's geoscientific activities, including by nurturing the organisation's science culture, in support of Geoscience Australia's Science Strategy 2028.

Duties

The Office of the Chief Scientist (OCS) is seeking is seeking a dynamic and high performing employee for the role of Director, Strategic Science. The Director provides a range of high-level leadership and support to the Chief Scientist, including providing strategic advice, managing communications and implementing strategies to support the achievement of Geoscience Australia's strategic and operational objectives.

In this role, you will need to build and maintain strong relationships with staff, the Office of the Chief Scientist's Leadership Team, Geoscience Australia's Executive, the Education and Outreach team and key stakeholders based on credibility, approach and personal commitment to finding common ground and delivering value.

This role will oversee Geoscience Australia's national and international strategic engagement and leadership that supports the decadal entity strategic plan and the supporting Science Strategy, particularly aligning with the science principles. This role will oversee the response and tracking of actions from the Science Evaluations 2020–21 (including the recommendations specific to the Office of the Chief Scientist), integrating the Science Strategy into the enterprise strategy and line managing the Manager, Education and Outreach.

In this role you will:

- Provide professional strategic support and advice to the Chief Scientist, working with other business areas and Geoscience Australia's Executive to implement strategic and operational initiatives across a breadth of scientific work programs and discipline areas of the organisation.
- Work with other business areas and the Senior Leadership Team to demonstrate effective strategic planning, management, reporting and leadership of organisational objectives including developing and supporting initiatives to advance the vision of the decadal enterprise strategy and Science Strategy 2028.
- Represent and negotiate on behalf of the Office of the Chief Scientist in professional capacities with key internal and external stakeholders on a range of internal and external committees and via different communication opportunities.
- Establish and implement an enterprise process for Geoscience Australia science integrity and quality assurance.
- Identify and address potential strategic opportunities, risks and emerging issues across the organisation that affect the Office of the Chief Scientist.
- Provide strategic oversight of the Geoscience Australia Education & Outreach program and especially how this links into national and enterprise strategic science challenges and the science-based programs of Geoscience Australia.
- Work with a high level of autonomy and significant judgement to progress strategic and operational initiatives, resolve issues and deliver quality outcomes.
- Communicate, develop and manage key strategic relationships with a broad range of stakeholders, promoting the agency's business objectives.
- Prepare to a high standard a range of correspondence, reports, and briefing material.
- Line manage the Manager, Education and Outreach and ensure cooperation and alignment with other parts of the organisation to achieve strategic outcomes.
- Oversee Office of the Chief Scientist budgets.

To be successful in the role you will:

- Understand and apply the strategic scientific objectives of the organisation to inform decisions and advice.
- Anticipate the strategic needs of the Office of the Chief Scientist, identify problems and assess their significance; take appropriate action to resolve them by exploring various possibilities and generating innovative solutions, and provide courteous, prompt and professional advice.
- Explain complex information using language appropriate for the intended audience.
- Construct project plans that have clear and appropriate goals, timeframes and budgets; anticipate change and build contingencies into plans.
- Be highly organised and able to drive work to completion in a timely manner.
- Influence key internal stakeholders and develop and maintain effective relationships with both internal and external stakeholders at all levels and with different backgrounds to achieve outcomes for the organisation.
- Display personal resilience and deal positively with uncertainty and cope effectively in an environment characterised by change; determine a course of action despite a lack of clarity.
- Take initiative; progress work and engage in additional tasks as required; commit to meeting the objectives as outlined in strategies or project plans.
- Provide clear, constructive and timely feedback (both positive and negative) in a manner that encourages learning and achieves any required resolution.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

- Have a strong background of strategic science leadership in relation to Geoscience Australia and national issues and challenges; and more specifically, how this links to education and outreach of geoscience and its engagement with a broad and diverse audience.

Required skills, knowledge, experience and/or qualifications

- Ability to work autonomously and at times collaboratively in small teams.
- Be proactive and demonstrate sound judgement.
- Have knowledge of the application of science to real-world challenges, particularly in a broad geoscientific context.
- Have high-level communication skills, including strong representational and liaison skills, and strong written skills.

Eligibility

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

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

Are you unsure about applying?

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

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 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 Steve Hill on (02) 6249 9807 or email steve.hill@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, 'Applying for an APS job: cracking the code'.

Notes

Recruitability

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

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

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position of offer is ongoing, a merit list/pool may be created from this process for future ongoing and non-ongoing roles over the next 18 months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

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

To Apply

Position Contact	Steve Hill, (02) 6249 9807
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0763051

IP Australia

Closing Date:Monday 06 October 2025

Customer Experience Customer Experience Executive Support

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$87,351 - $93,609
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 5
Position Number	1501
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

We are looking for a motivated, highly organised and outstanding individual to provide high calibre administrative support to critical digital transformation projects at IP Australia. As a product

support officer to the CEG Group Product Manager, you will help support during successful delivery of projects and products used by CEG, delivering transformation and optimisation to the administrative functions provided by CEG, including the uplift of the patents administration system.

You will be responsible for a range of administrative support functions including; supporting the activities of the CEG Group Product Manager across a range of initiatives, scheduling and participation in agile project ceremonies, management of the PAU centralised project inbox, secretariat support for the PAU project board, facilitating and participation in user testing and delivery of key communication activities. If you are looking to make a substantial impact, alongside a highly experienced team who have delivered new products and services before, we would love to hear from you!

Position Specific Duties include:

- Support the Group Product Manager in the planning, prioritisation and delivery of technologies supporting the operations of the Group
- Work in collaboration with the Group Product Manager, Product Owners and enabling areas to assist in the implementation of the Product Group Strategy
- Support the PAU project in the delivery of new products and experiences into the Pega Constellation platform
- Assist the Group Product Manager and PAU management team throughout the investment and project reporting lifecycle
- Assist the PAU project in ensuring quality and consistency of PAU deliverables
- Lead the PAU board secretariat activities in collaboration with PAU project management.

Duties

We are looking for someone who can demonstrate the following:

- Excellent time management skills
- Strong written and verbal communication skills
- Well-developed interpersonal skills;
- Demonstrated delivery driven focus
- Creative problem-solving skills;
- Demonstrated well developed analytical skills
- Results oriented focus and an ability to respond quickly to changing workplace priorities
- Ability to work collaboratively and independently to ensure high quality outcomes; and
- Ability to prioritise tasks/projects effectively, taking initiative and working independently in an unstructured environment.

Eligibility

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

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

The successful candidate may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis.

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

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

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Simon Boyes, (02) 62832463
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0763188

IP Australia

Closing Date:Sunday 26 October 2025

Customer Experience

Job Title	Assistant Director, First Nations Communications (Affirmative Measures - Indigenous)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA
Salary	$119,737 - $134,764
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	Executive Level 1
Position Number	1439
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

IP Australia has an exciting newly created career opportunity for a First Nations communications professional to join IP Australia in a leadership role.

We are looking for someone to lead communications to protect Indigenous Knowledge and communicate the benefits and opportunities of intellectual property protection to First Nations businesses, communities and individuals. This is an opportunity for you to use your lived experience to mentor others in delivering culturally safe and effective communication with First Nations audiences.

IP Australia offers a flexible workplace so employees can remain within their community, on Country, while leading projects in a national, Australian Government role.

The role mentors and manages a rotating APS Level 6 role (not affirmative measures Indigenous), that provides support to communications projects. We are piloting this approach to build the cultural capability of staff already within IP Australia by providing the opportunity for them to work on projects dedicated to improving communication and engagement with First Nations audiences and be mentored by a First Nations communications professional.

The role has been established for an initial 12 months as a pilot and may be extended on an ongoing basis. If the role is offered to a current APS employee, a temporary Section 26 transfer will be offered with the possibility of it becoming permanent.

Please review our Candidate Kit on our Careers page for more information about the role and what it's like to work at IP Australia.

Duties

The role is responsible for working collaboratively across the agency and with other government partners, IP Australia's Indigenous Knowledge Panel and communities and stakeholders to:

- connect First Nations audiences with the work of IP Australia and build awareness and understanding of the benefits of IP Rights and how to register them
- craft culturally safe and effective communications strategies and products and identify appropriate channels to reach First Nations audiences
- support business development and outreach activities with First Nations businesses and communities ensuring appropriate information, tools and materials are developed, evaluated and maintained
- provide communication support for IP Australia's Indigenous Knowledge Panel and IP Australia's First Nations Strategy
- drive communication and support engagement activities in collaboration with policy experts, related to possible legislative and policy changes around Indigenous Knowledge as it relates to IP

- develop and deliver culturally safe internal communications strategies to celebrate the contributions of First Nations peoples and recognise culturally significant events within the agency
- inspire and mentor communications staff.

Eligibility

Affirmative Measures eligibility

The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

To become our Assistant Director, First Nations Communications, you must:

- be an Aboriginal and/or Torres Strait Islander person and be able to provide documentation as evidence to confirm your Aboriginal and/or Torres Strait Islander heritage
- be an Australian citizen at the time of application.

General eligibility

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

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

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

Notes

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

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

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

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

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Natalie Stevens, 02 6160 5346
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763364

Australian Broadcasting Corporation (ABC)

Closing Date:Monday 20 October 2025

Job Title	FOI Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Various locations - ACT ACT, Brisbane QLD, Adelaide SA, Darwin NT, Various locations - TAS TAS, Perth WA
Salary	$96,000 - $117,000
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	504814
Agency Website	https://about.abc.net.au/

Job Description

https://careers.abc.net.au/en/listing/

Full-time, permanent position

Location negotiable Australia wide

Base salary $96K - $117K (dependent upon experience)

About the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

Position Description: 50068536 FOI OFFICER.pdf

Duties

The Role

The ABC has a unique opportunity for a Freedom of Information specialist to join the tight-knit ABC FOI team on a permanent ongoing basis.

As a Commonwealth Corporation, the ABC receives FOI requests seeking access to documents that may be held by the ABC. The FOI Officer provides high-level support to the delegated FOI decision-makers regarding the ABC's obligations under the Freedom of Information Act (Cth) 1982 (the FOI Act).

You will report to a senior FOI specialist to facilitate the ABC's responses to incoming FOI applications, prepare submissions to the regulator (the OAIC), and ensure compliance with the ABC's statutory and reporting requirements.

Eligibility

About You

Proven high-level knowledge of the Commonwealth FOI Act, or equivalent, and recent high volume, fast paced FOI processing experience essential. You will be an effective multi-tasker with a proactive work approach with an ability to meet multiple overlapping deadlines.

To be successful in this role you will bring:

- outstanding interpersonal and communication skills including a customer service ethos and the ability to establish and maintain productive working relationships with team members and a wide range of stakeholders whilst maintaining confidentiality of sensitive information.
- demonstrated extensive administrative and organisational skills, including the capacity to prioritise and effectively manage workflow, and regularly output of a high volume of information.
- the ability to train ABC colleagues on the requirements of the FOI Act
- demonstrated high level proficiency with a broad range of computer-based technologies and PC applications.

There is the option of a flexible work environment, which includes working from home some days.

What we can offer you:

- 15.4% ABC Nominated Super.
- Paid parental, carer's and supporting partner leave.
- Salary packaging.
- ABC Mentoring.

More info:

In line with our focus on diversity and inclusion, applications are strongly encouraged from Indigenous Australians, people from a range of cultural and linguistic backgrounds, people with disability and LGBTQIA+ individuals. The ABC also aims to achieve a gender-balanced workforce.

To request recruitment and selection information in alternate formats, request adjustments, or if you have accessibility requirements, please contact accessibility@abc.net.au

If you want to know more, please contact Jamie Nedved, Recruitment Lead, via nedved.jamie@abc.net.au

We are unable to accept email applications, please ensure that you submit your application via the online portal.

We look forward to receiving both your cover letter and resume.

For more information on working at the ABC visit abc.net.au/careers

Notes

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

About the Australian Broadcasting Corporation (ABC)

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

To Apply

Position Contact	Jamie Nedved, 0415721746
Agency Recruitment Site	https://careers.abc.net.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763136

Australian Maritime Safety Authority

Closing Date:Monday 06 October 2025

Policy and Regulation
Environment Policy and Standards

Job Title	Director Decarbonisation
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Coffs Harbour NSW
Salary	$149,860 - $173,729
Future Merit Locations	Canberra, Hobart, Melbourne, Sydney, Coffs Harbour
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Hybrid
Classification	Executive Level 2
Position Number	2088
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Director Decarbonisation

$149,860 - $173,729 + 15.4% super

Canberra, Hobart, Melbourne, Sydney and Coffs Harbour preferred; other AMSA locations will be considered

Non-Ongoing (15 months)

ABOUT THE ROLE

Are you eager to be at the front line in shaping Australia’s maritime decarbonisation transition?

The Environment Policy and Standards team is seeking a Director on a non-ongoing basis to help shape Australia's domestic and international efforts to protect the marine environment from the impacts of shipping.

Reporting to the Senior Director, Environment Policy and Standards and leading a small team, the Director Decarbonisation will formulate, examine and evaluate policy and make recommendations on policy and regulatory issues (technical and administrative) related to international maritime emission reduction conventions and their implementation in Australia.

The Director Decarbonisation will use their strong communication, liaison, policy and analytical skills to identify and pursue engagement opportunities, both internationally and domestically, develop and/or inform Australia’s position on decarbonisation in the maritime sector and provide recommendations on how Australia should respond**.**

Duties

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

· Demonstrated ability at a senior level to understand, develop and administer policy, legislation and international conventions, preferably in relation to maritime environment protection or emission reductions, or an ability to quickly gain this knowledge.

· Demonstrated ability to lead teams in a fast-paced environment and deliver results to a high standard in a timely manner.

· Demonstrated ability to undertake research and analysis, synthesising complex information to develop policy and regulatory options or advice, and the ability to present this at a senior level.

· Demonstrated ability to engage effectively with stakeholders.

· Relevant tertiary qualifications and/or equivalent work experience, preferably in a policy or regulatory role at a senior level.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the amsa-enterprise-agreement-2024-2027.pdf.

Eligibility

AMSA BENEFITS

We are committed to a supportive and collaborative work environment, which is why AMSA offers:

• Flexible work, including work from home arrangements

• Health and wellbeing programs, including annual flu vaccinations and a healthy lifestyle reimbursement

• An office-wide Christmas period shutdown (in addition to annual leave provisions)

• An ability to work for an organisation charged with protecting our environment and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website.

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an Inclusive Employer 2023-2024 by the Diversity Council Australia, and continue to focus on embedding inclusive values within our organisation.

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

Notes

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55pm Monday 6 October 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role, please contact Matt Johnston, Branch Manager, Environment Policy and Standards at Matt.Johnston@amsa.gov.au.

If you have any questions about the recruitment process, please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA. The advertised position is equivalent to a highly experienced EL1 in the APS.

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Matt Johnston, Matt.Johnston@amsa.gov.au
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763332

Australian Maritime Safety Authority

Closing Date:Friday 03 October 2025

Policy and Regulation
Domestic Maritime Safety Policy

Job Title	Senior Officer National Law Policy
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Coffs Harbour NSW
Salary	$102,272 - $122,118
Future Merit Locations	Canberra, Hobart, Melbourne, Sydney, Coffs Harbour
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Hybrid
Classification	APS Level 6
Position Number	2349
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Senior Officer National Law Policy

$102,272 - $122,118 plus 15.4 % super

Canberra, Hobart, Melbourne, Sydney and Coffs Harbour preferred; other AMSA locations will be considered

Non-Ongoing (6months)

ABOUT THE ROLE

Reporting to the Director National Law Policy (NLP), the Senior Officer National Law Policy assists in the delivery of complex policy projects where the Marine Safety (Domestic Commercial Vessel) National Law requirements interact with state and territory jurisdictions.

The holder of this position will interpret and help develop relevant policy, regulation and legislation and will liaise with a range of stakeholders, including industry and Commonwealth and State/Territory agencies, on a wide range of maritime safety and environmental issues.

You will be responsible for:

- Support the review, development and improvement of the National Law policy and regulatory framework
- Engage on policy, legislation, operational and technical matters for safety and maritime environment protection
- Build and maintain working relationships in AMSA, and with AMSA's stakeholders, including other Government entities
- Contribute to high-quality regulatory discussion, advice, submissions, reports, papers and briefings
- Prepare high-quality briefing materials and reports for domestic meetings, Government processes, the AMSA Board and AMSA's Senior Executive

Duties

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Relevant tertiary qualifications and/or equivalent work experience, preferably in a policy or regulatory role.
- Demonstrated ability to work collaboratively with others as part of a team and engage with internal and external stakeholders.
- Demonstrated ability to work under pressure and deliver results to a high standard in a timely manner.
- Demonstrated ability to undertake research and analysis, synthesising complex information to develop options or advice.
- Demonstrated ability to prepare briefings on complex issues.
- Demonstrated ability to maintain attention to detail while progressing complex or high-volume work.
- Demonstrated ability to coordinate inputs across teams or stakeholders to ensure timely and high-quality outcomes.
- Demonstrated ability to develop and/or administer policy, regulation, legislation and/or international conventions, preferably in relation to environmental protection or marine safety matters.
- Project management qualifications and/or demonstrated experience in project management.

For more information about this role, please refer to the position description.

This position is being offered as non-ongoing but may become ongoing.

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

Eligibility

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website.

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an Inclusive Employer 2022-2023 by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

Notes

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 3 October 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Shontelle Chamtaprieo on 02 6279 5531.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia’s National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia’s precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Shontelle Chamtaprieo, 02 6279 5531
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763120

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 07 October 2025

Air Navigation, Transformation & Risk
Safety, Risk and Intelligence

Job Title	Senior Safety Analyst
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	$116,487 - $136,204
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Office Arrangement Details: Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	2001
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role

A Data Analyst plays a pivotal role in driving data-informed decision-making to support strategic objectives and operational effectiveness within CASA. The role is responsible for delivering advanced data analysis, generating actionable insights, and contributing to projects that require complex problem-solving skills. Data Analysts leverage their expertise in data collection, processing, and statistical analysis to produce detailed reports that influence policy, improve operational efficiencies, and aid in organisational planning.

As a CS4 Senior Safety Analyst, this position operates with a high degree of autonomy, effectively resolving complex or sensitive issues and delivering high-quality outcomes that support CASA's strategic priorities. The Senior Safety Analyst is responsible for providing comprehensive analysis and strategic recommendations that contribute to achieving CASA's goals. This role demands a thorough understanding of data management practices, advanced analytics software, and relevant regulatory frameworks, along with the ability to communicate complex findings clearly and succinctly to diverse stakeholders.

The Senior Safety Analyst is responsible for the following deliverables, which represent an ongoing body of work:

- Data Collection and Analysis: Gather and process data from multiple sources to perform detailed statistical analyses, ensuring the accuracy and reliability of information used in decision-making.
- Insights and Reporting: Design and present reports, dashboards, and presentations, that translate complex data into actionable insights for both technical and non-technical audiences.
- Support Strategic Initiatives: Provide analytical support for organisational projects, by identifying trends, forecasting outcomes, and informing strategic decisions that align with CASA's objectives.
- Stakeholder Collaboration: Collaborate with internal and external stakeholders to assess data needs, provide technical guidance, and facilitate data-driven decision-making processes.
- Policy and Process Improvement: Contribute to the development and refinement of policies, processes, and procedures related to data management and analysis, ensuring adherence to best practices and compliance with relevant standards.
- Quality Assurance: Perform rigorous data validation and quality checks to maintain the integrity and reliability of data, promptly identifying and rectifying inconsistencies.
- Research and Development: Keep abreast of industry trends, emerging analytical tools, and methodologies to enhance CASA's analytical capabilities and effectiveness.
- Planning: Actively contribute to the development of team objectives for short-term tasks and strategic operational planning for longer term initiatives.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications, or equivalent experience, in statistics, data analysis, or a related field.

- Strong analytical skills with a focus on critical thinking, pattern recognition, and expertise in data interpretation for actionable insights.
- Technical proficiency in statistical software (e.g., SQL, R, Python, Matlab) and data visualisation tools (e.g., Tableau, Power BI).
- Excellent verbal and written communication skills to present complex data insights to varied audiences.
- In-depth knowledge of data governance and compliance standards relevant to CASA's operations.
- Demonstrated effective time management skills.
- Comply with CASA's Values and Code of Conduct directive, including maintaining a current declaration of any conflict of interest.
- Contribute to maintaining a positive health and safety culture at CASA, including supporting psychosocial wellbeing in the workplace, and participate in decisions that may affect my health, safety and wellbeing.
- Model and promote workplace safety, equity, diversity, participative management and environmental management in the workplace.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen or permanent citizen

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an

engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Yosef Zamora, (07) 3144 7363
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763122

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 07 October 2025

Air Navigation, Transformation & Risk
Safety, Risk and Intelligence

Job Title	Senior Safety Analyst - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	$116,487 - $136,204
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Office Arrangement Details: Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	2001
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role

A Data Analyst plays a pivotal role in driving data-informed decision-making to support strategic objectives and operational effectiveness within CASA. The role is responsible for delivering advanced data analysis, generating actionable insights, and contributing to projects that require complex problem-solving skills. Data Analysts leverage their expertise in data collection, processing, and statistical analysis to produce detailed reports that influence policy, improve operational efficiencies, and aid in organisational planning.

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The Senior Safety Analyst is responsible for the following deliverables, which represent an ongoing body of work:

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- Insights and Reporting: Design and present reports, dashboards, and presentations, that translate complex data into actionable insights for both technical and non-technical audiences.
- Support Strategic Initiatives: Provide analytical support for organisational projects, by identifying trends, forecasting outcomes, and informing strategic decisions that align with CASA's objectives.
- Stakeholder Collaboration: Collaborate with internal and external stakeholders to assess data needs, provide technical guidance, and facilitate data-driven decision-making processes.
- Policy and Process Improvement: Contribute to the development and refinement of policies, processes, and procedures related to data management and analysis, ensuring adherence to best practices and compliance with relevant standards.
- Quality Assurance: Perform rigorous data validation and quality checks to maintain the integrity and reliability of data, promptly identifying and rectifying inconsistencies.
- Research and Development: Keep abreast of industry trends, emerging analytical tools, and methodologies to enhance CASA's analytical capabilities and effectiveness.
- Planning: Actively contribute to the development of team objectives for short-term tasks and strategic operational planning for longer term initiatives.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications, or equivalent experience, in statistics, data analysis, or a related field.
- Strong analytical skills with a focus on critical thinking, pattern recognition, and expertise in data interpretation for actionable insights.
- Technical proficiency in statistical software (e.g., SQL, R, Python, Matlab) and data visualisation tools (e.g., Tableau, Power BI).
- Excellent verbal and written communication skills to present complex data insights to varied audiences.
- In-depth knowledge of data governance and compliance standards relevant to CASA's operations.
- Demonstrated effective time management skills.
- Comply with CASA's Values and Code of Conduct directive, including maintaining a current declaration of any conflict of interest.
- Contribute to maintaining a positive health and safety culture at CASA, including supporting psychosocial wellbeing in the workplace, and participate in decisions that may affect my health, safety and wellbeing.
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Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

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- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen or permanent citizen

Notes

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

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

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Yosef Zamora, (07) 3144 7363
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763234

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

Closing Date:Sunday 26 October 2025

Job Title	APS5 Executive Assistant – Various
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,291 - $91,809
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	APS Level 5
Position Number	47169
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Work with us

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

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

The opportunity we have available

We are currently seeking to fill a range of Executive Assistant positions at the APS5 classification across the department. As an Executive Assistant you will provide high level executive and administrative support to First Assistant Secretary's. This includes management of appointments, coordination of meetings and responding to incoming communications. You will be supporting your relevant First Assistant Secretary, along with providing a vital role in ensuring the smooth operation of your division.

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

The duties of the APS5 Executive Assistant role generally include, but are not limited to:

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

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

Duties

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

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

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

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

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

Exercise discretion in a position of trust.

Eligibility

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

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

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Communicate effectively
- Speaking with influence
- Strong organisational skills

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

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

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

More information can be found at RecruitAbility scheme: A guide for applicants | Australian Public Service Commission.

Notes

How to apply

Applications for this opportunity close at **11.59pm AEDT, Sunday 26 October 2025.**

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

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

- *Tell us why you have applied for the APS5 Executive Assistant round in the department and how your current role and experience makes you ready and well suited for the role?*

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

If you experience any issues with the system please contact the recruitment team on 02 6136 8989 or via email at SESUnit@infrastructure.gov.au to discuss an alternative way to submit your application.

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

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

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

To Apply

Position Contact	Mirka Koudelka, 6136 8247
Agency Recruitment Site	https://www.infrastructure.gov.au/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763351

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

Closing Date:Wednesday 15 October 2025

Job Title	Administrator of the Territory of Christmas Island and the Territory of Cocos (Keeling) Islands and Administrator of Norfolk Island
Job Type	Full-Time, Non-Ongoing
Location	Christmas Island WA, Norfolk Island NSW
Salary	-
Future Merit Locations	Christmas Island, Norfolk Island
Office Arrangement	On Site
Office Arrangement Details	On site, living on island.
Classification	Statutory Appointment
Position Number	47158
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=47158&company=DoIT

Administrator of the Territory of Christmas Island and the Territory of Cocos (Keeling) Islands and Administrator of Norfolk Island

Christmas Island, Norfolk Island

The Australian Government is inviting suitably qualified applicants to be considered for the following upcoming roles, with positions to commence in June 2026:

- Administrator of the Territory of Christmas Island and the Territory of Cocos (Keeling) Islands (Indian Ocean Territories)
- Administrator of Norfolk Island.

About the roles

The Administrator of the Territory of Christmas Island and the Territory of the Cocos (Keeling) Islands and the Administrator of Norfolk Island, are the **principal Australian Government representatives residing in the Indian Ocean Territories and Norfolk Island**. The appointments are made by the Governor-General of Australia, on the advice of the Australian Government, and approved through Cabinet and Federal Executive Council processes.

The Christmas Island Act 1958 (Cth), Cocos (Keeling) Islands Act 1955 (Cth) and Norfolk Island Act 1979 (Cth), each provide the legislative basis for the governance of Australia's external territories, and vest administrative powers in the Minister for Regional Development, Local Government and Territories (the Minister). The Administrator is the senior Australian Government representative on island, exercising powers and performing functions in accordance with any instructions given to them by the Minister and pursuant to applied laws and ordinances. Information on the legal frameworks are available here for Christmas Island and for Cocos (Keeling) Islands, and here for Norfolk Island.

Administrators are engaged full-time for a period of up to three years, living on island, supported by a small on island team and the Territories Division in the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts.

About the community

The Indian Ocean Territories and Norfolk Island communities are vibrant, proud, culturally diverse and steeped in tradition and history. Christmas Island is one of the world's most ecologically abundant locations featuring national parks with unique flora and fauna, while the Cocos (Keeling) Islands offer stunning pristine coastlines and tropical reefs. Norfolk Island is known for its unique biodiversity and landscape, is sanctuary to some of the world's rarest birds and boasts a World Heritage listed site.

Duties

As the senior Australian Government representative, your key role as an Administrator is to support, shape, implement and communicate government policies on behalf of the Minister , through advocacy, decision-making and delivering good governance, applying and upholding relevant legislation, regulations and policies. You will also represent the Australian Government in public, statutory, civic and ceremonial duties, including through public speaking and community engagement. You will:

- Proactively engage with the Minister, translating national priorities into meaningful action on island.
- Serve as the primary liaison between government and the islands' communities, businesses, cultural groups and local councils, ensuring government policies and intentions are conveyed clearly and effectively.
- Act as the on island representative of the Australian Government, speaking at island events, hosting community forums and conducting public consultation processes.
- Ensure the Minister is kept informed on community issues, advising on local responses and fostering trust.
- Carry out formal and ceremonial duties, having a range of statutory powers and functions delegated by the Minister relating to the delivery of government services.

For the Administrator of the Territory of Christmas Island and the Territory of the Cocos (Keeling) Islands, you also have executive responsibilities under Western Australian and Commonwealth legislation, exercising delegated authority in areas such as emergency management, health and the environment. You will also chair the Emergency Management Committees for both islands, the Christmas Island Economic Futures Working Group and the IOT Health Community Advisory Committee.

For the Administrator of Norfolk Island, you also have executive responsibilities under Queensland and Commonwealth applied laws and ordinances, exercising delegated authority in areas such as, but not limited to, emergency management, crown land, planning transactions, animal importations, policing, dangerous drugs, and liquor importation. You also represent the Australian Government on a number of committees including as Chair of the Kingston and Arthur's Vale Historic Area Advisory Committee on Norfolk Island, and Chair of the Norfolk Island Governance Committee established by the Australian Government to develop a new, bespoke local governance model for Norfolk Island.

Key responsibilities

Ministerial representation

- Serve as the face and voice of the Australian Government, delivering on ministerial instructions and government priorities across social, economic and cultural agendas, and fulfilling ceremonial duties.
- Demonstrate exemplary adherence to the APS values (impartial, committed to service, accountable, respectful, ethical and stewardship).

Governance, statutory authority and frameworks

- Uphold powers and functions under the relevant ordinances, acting in accordance with the written direction from the Minister and handling delegated authorities responsibly.
- Proper use of government funds in line with the Public Governance, Performance and Accountability Act 2013 (PGPA Act).

Stakeholder engagement and communication

- Maintain strong relationships with local community groups and other stakeholders, advocating for Australian Government initiatives and speaking persuasively at public events and community consultations.
- Encourage and facilitate co-ordination between government agencies with an on island presence.

- For Norfolk Island specifically, provide clear leadership and communications with the Norfolk Island community as they transition to a new local governance model.

Who are we looking for

To be considered for either role, you will have previously held a senior executive or eminent position, where you demonstrated a commitment to the highest standards of governance and personal and professional integrity. As a representative of the Australian Government, you will also be able to demonstrate an ability to:

- Represent ministerial and Australian Government priorities in multi-stakeholder public and community settings.
- Uphold the role of the Australian Government with authority, cultural sensitivity, tact and discretion, appreciating the cultural, religious and administratively complex community environments and challenges faced by diverse regional and remote people, particularly by remote-island communities.
- Shape and deliver local outcomes and shared objectives through effective public sector leadership and political astuteness.
- Work closely with senior government officials and Ministers, performing public formal and ceremonial duties, and supporting crisis management responses.
- Apply expertise and judgement in interpreting, applying and navigating legislation and delegated governance frameworks.
- Utilise established capability in strategic leadership, public communications, building trust and advocacy within remote or culturally rich communities.

Tertiary qualifications in public policy or a relevant field and/or equivalent experience are desirable.

Eligibility

Eligibility requirements

- **Citizenship**: Candidates must be an Australian citizen to be eligible for these roles.
- **Police and background checks**: Preferred applicants may be the subject of police record checks and background checks.
- **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. 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 all security clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency website.

The process

The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts as the responsible portfolio agency for these Appointments, will oversee and conduct the appointments process.

To apply for one or both of the Administrator Appointment positions you will need to provide:

- An Expression of Interest (maximum 1000 words) demonstrating your professional experience relevant to the key duties of the role, and the Appointment(s) you are applying for.

- A copy of your Curriculum Vitae (CV) of no more than 3 pages.

Shortlisted candidates will be asked to attend an online panel interview and assessment and may be asked to undergo psychometric assessments.

Applications open: Thursday 25 September 2025

Applications close: Wednesday 15 October 2025

Shortlisted applicant interviews: Week commencing Monday 27 October 2025

Queries about the role and application process may be directed to Kim Forbes on 02 6136 8692.

The department acknowledges and supports the considered use of AI in preparing applications for this position, however, candidates must ensure that any responses are truthful and genuinely reflect their own skills, experience and capabilities for the role, which will be validated through the shortlisting, interview and assessment process. Applicants are also expected to disclose if AI tools have been used in the preparation of their submission if requested.

Notes

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

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

To Apply

Position Contact	Kim Forbes, 0261368692
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=471588

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763150

National Archives of Australia

Closing Date:Sunday 12 October 2025

Technology Branch Applications Integration

Job Title	Assistant Director, Applications Development
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mitchell ACT
Salary	$119,189 - $128,279
Future Merit Locations	Mitchell
Office Arrangement	Hybrid
Office Arrangement Details	Some on site attendance required and requests for flexible working arrangements can be assessed on a case by case basis
Classification	Executive Level 1
Position Number	497159 / 32337
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

Who we are

National Archives of Australia (National Archives) provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions. National Archives endeavour to meet the future

needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery.

National Archives is committed to:

- innovation
- collaboration
- inclusion

National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve National Archives' strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

Duties

About the role

The Technology branch supports the National Archives in meeting its vision and reaching its strategic goals through services, technology, infrastructure, software, security and governance of its information assets to secure and protect against cyber security threats. The Applications Integration section is responsible for the development, integration and support of the National Archives collection management and digital presence applications. We work closely with business areas and I&T sections to deliver products and services.

The Assistant Director, Applications Development plays a strategic and technical leadership role in modernising the National Archives' application ecosystem. As part of the Applications Integration Section, this position leads the development of secure, scalable, and interoperable systems that support digital preservation and citizen access. The role drives innovation through cloud-native architectures, DevOps practices, and reusable integration patterns, contributing directly to the agency's transformation goals under the Strategy 2025–2030. The Assistant Director fosters a collaborative team culture, mentors' developers, and ensures alignment between technical solutions and business needs.

Under broad direction the main duties of the role are to:

- Lead design and development of modern & legacy .NET applications using .NET Core and .NET 4+.
- Implement secure integration solutions using APIs, middleware, and cloud services.
- Champion the modernization of legacy systems through innovative design and automation.
- Guide the adoption of DevOps practices including CI/CD pipelines and Git strategies.

- Ensure application reliability, performance, and maintainability through proactive monitoring and testing.
- Prepare and maintain technical documentation, SOPs, and development standards.
- Mentor and support junior developers, fostering a culture of knowledge sharing and continuous improvement.
- Collaborate with business areas to translate technical capabilities into strategic outcomes.
- Support full stack development using modern frameworks (e.g., React, Angular, Vue.js).
- Promote compliance with Essential 8 and PSPF security standards across all development activities.
- Contribute to the development of a Software Development Lifecycle (SDLC) framework.
- Engage in cross-functional planning and provide technical leadership for EPMO-registered projects.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025–2030: Evolving National Archives and Our Values.

Qualifications or demonstrated high level technical application development and knowledge of the following areas would be desirable:

- Programming and frameworks such as – .NET Core, ASP .Net MVC, C#, JavaScript, Node.js;
- Integration of Web services, Search, APIs, cloud services and/or COTS software;
- Database integrations (SQL, PostgreSQL);
- Source control tools (DevOps, TFS and code repositories);
- Tertiary qualifications in Computer Science, or equivalent field.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Sam Brunno, (02) 6212 3776
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763296

National Archives of Australia

Closing Date:Wednesday 08 October 2025

Deputy Director-General's Group Finance and Procurement

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$77,474 - $83,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 4
Position Number	32875 / 497169
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

Who we are

The National Archives of Australia (the National Archives) provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: The National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions.

The National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

- innovation
- collaboration
- inclusion

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

Duties

About the role

The Deputy Director-General's Group oversees the efficient, effective and ethical management of the National Archives' resources. This is done in accordance with the Commonwealth's financial, procurement, employment, security and property legislative and policy frameworks. The group supports the workforce, facilities and culture it requires to deliver its strategic priorities and remain sustainable.

The Finance and Procurement section is responsible for the provision of high quality, timely and accurate financial and procurement advice and services to the National Archives while ensuring it meets its legislative and compliance financial framework obligations.

Under broad direction, the Finance Officer provides a range of financial services in accordance with the National Archives of Australia's policies and procedures. This role takes oversight of accounts payable and/or Accounts Receivable functions, ensuring accurate financial processing,

reporting, and customer service, while contributing to the overall financial operations and objectives of the organisation through a collaborative and flexible approach.

Key responsibilities and duties include:

- Accounts Payable duties
  - Timely and accurate processing and/or review of all accounts payable entries in TechnologyOne, identifying prepaid expenses and setting up prepayment schedules, ensuring correct GST coding and cost allocation and appropriate delegate approvals have been provided.
  - Manage the weekly payment runs, including preparing the appropriation drawdowns ensuring sufficient available funds.
  - Maintain creditor accounts and aged creditors upholding the integrity of accounts payable information.
- Accounts Receivable Duties
  - Manage full accounts receivable process – invoicing, reconciliation and payment tracking, receipting and credit card payment processing, ensuring correct coding of transactions and GST treatment
  - Processing section 74 revenue (Own Source revenue) in Department of Finance Central Budget Management System (CBMS)
  - Respond to client order requests and liaise with the References team
  - Responsible for debtor management including but not limited to the follow up of outstanding accounts while maintaining strong debtor relationships.
- Travel and Credit Card Administration
  - Assist with weekly review of travel documents and monthly flight acquittals ensuring accuracy and correct reconciliation against travel documents
  - Assist with the management and issue of Cabcharge vouchers and hire car bookings
  - Assist with employee expense claims and credit card acquittal processing.
  - Provide assistance to internal stakeholders for all travel processes, including travel documents in TechnologyOne, profile creation and management in corporate travel management (CTM)
- Collaboration with Broader Finance Team
  - Collaborate with the team to update financial policies, improve processes and enhance reporting.
  - General administration, monitor and respond to email enquiries
  - Timely and professionally identify and resolve areas of concern and or discrepancies across all functions, escalating to the team leader as required.
  - Participate in cross-training and knowledge transfer across the section to provide backup and support to team members.
  - Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment
  - Apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025–2030 and Our Values

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

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

About the National Archives of Australia

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To Apply

Position Contact	Brooke Hughes, 02 6212 3496
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763275

Office of the eSafety Commissioner

Closing Date:Wednesday 08 October 2025

Technology and Strategy Group
Technology, Data and Digital Enablement Branch Business Applications

Job Title	Software Developer (APS6) and Senior Software Developer (EL1)
Job Type	Full-Time, Ongoing
Location	Pyrmont NSW, Belconnen ACT
Salary	$94,658 - $129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 6;Executive Level 1
Position Number	2897-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia’s online safety landscape.

About the team

The Technology, Data, and Digital Enablement (TDDE) branch’s primary role is to enable eSafety to achieve its strategic priorities, performance targets and operational outcomes through the delivery of high quality, contemporary and innovative corporate services, best practice research and analysis, and targeted capability development.

TDDE is responsible for:

- Developing leading edge investigations management software in support of eSafety’s remit under the Online Safety Act.

- Delivering Digital and Data Services, to provide eSafety with an end-to-end digital capability and support informed decision making through the creation of actionable insights resulting from the analysis of eSafety's data assets.
- Enabling greater staff productivity through connection, collaboration and efficiency.
- Enhancing reliability and availability by establishing contemporary technology platforms that delivers modern business capabilities.

Duties

Two types of roles are being advertised: **Software Developer (APS6) and Senior Software Developer (EL1)**. Successful candidates will join the Business Applications Section and its growing multidisciplinary team of developers, testers, and business analysts, responsible for the development, testing, and deployment of eSafety's software products.

The key duties of both roles include:

- Analysis, development and support of our existing Microsoft Azure-hosted Dynamics 365, Power Platform, and .Net applications, forms, and interfaces.
- Assisting in the preparation of new software releases, which typically includes preparing deployment guides, application packaging, and working with the infrastructure team during deployment.
- Cross involvement in project teams, implementing new and upgraded solutions for the business, and transitioning new applications into BAU support.
- Ensuring accurate technical documentation and source code is maintained on all key systems and processes.
- Assisting in the maintenance and uplift of Continuous Integration and Continuous Delivery/Deployment.

As a **Senior Software Developer**, additional duties include:

- Mentoring and guiding the work of software developers
- Greater emphasis on stakeholder engagement, analysis, and design

Due to the nature of eSafety's regulatory scope, occupants in this role may be exposed to content or hear stories about other people's experiences with online harm, technology-facilitated abuse or be involved in work on potentially distressing and sensitive topics. Staff have access to support through our Employee Assistance Program and other wellbeing initiatives and training.

Click 'Apply now' to visit our careers page and access the **Senior Software Developer and Software Developer Candidate Pack** for full details.

Eligibility

To be eligible for employment with eSafety, applicants must be Australian citizens.

Notes

At eSafety, you'll be part of a passionate team under the leadership of an independent Commissioner who is supported by the Australian Communications and Media Authority (ACMA).

Our eSafety staff are ACMA employees who are subject to the terms and conditions of employment in the ACMA's Enterprise Agreement 2024-2027.

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.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australians at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Luke Nolan, 02 7254 8509
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0763158

Aboriginal Hostels Limited

Closing Date:Sunday 05 October 2025

Frontline Services
Alyerre Hostel, Alice Springs NT

Job Title	Weekend Cook
Job Type	Part-Time, Ongoing
Location	Alice Springs NT
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0763158
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Weekend Cook to join our team and help create a safe, clean, and welcoming environment at our Alyerre Hostel in Alice Springs NT.

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

As a Weekend Cook with AHL, you will receive a competitive base salary plus 15.4% superannuation. Generous shift penalties also apply for work after hours, weekends and public holidays.

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

Duties

Key Responsibilities of a Cook:

- Prepare meals in accordance with AHL’s set menus, Food Safety Standards Australia and other relevant legislation.
- Stock management – rotate, receive and monitor food and kitchen supplies.
- Assist with ordering.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.
- Assist with other tasks as needed.

What We’re Looking for in a Cook:

- Available to work on Weekends, Saturday and Sundays 07:30am – 17:30pm (30 hours per fortnight)
- Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.
- Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.
- Good understanding of cleanliness and health standards required whilst preparing food at the workstation.

The Ideal Candidate

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

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

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain NT Working with Children Check (Applicable to Alice Spring location only)

Notes

Your Benefits

- **Competitive Pay & Benefits:** $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Employee Assistance Programme:** Employees, their partners, and their dependents/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to Apply

Complete the **Application Form** available on our website.

Email your **current resume** and **completed application form** to Work with us | Aboriginal Hostels Limited by 11:59 PM AEST, **Sunday 5 October 2025**.

Include your name and the job reference (VN-0763158) in the subject line of your email.

For any questions about the role, please contact Jesy Carr on 0448 061 407 or at jobs@ahl.gov.au.

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Jesy Carr, 0448 061 407
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0763160

Aboriginal Hostels Limited

Closing Date:Sunday 05 October 2025

Frontline Services
Ayiparinya Hostel, Alice Springs NT

Job Title	Kitchenhand
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0763160
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Kitchenhand to join our team and help create a safe, clean, and welcoming environment at our Ayiparinya Hostel in Alice Springs NT.

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

As a Kitchenhand with AHL, you will receive a competitive base salary plus 15.4% superannuation. Generous shift penalties also apply for work after hours, weekends and public holidays.

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

This is a full-time opportunity which include generous shift penalties for after hours, weekends and public holidays.

Duties

Key Responsibilities of a Kitchenhand:

- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for meal times and clean up afterwards.

What We’re Looking for in a Kitchenhand:

- Experience in meal preparation in an industry-based environment.
- Ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.
- Good understanding of cleanliness and health standards required whilst preparing food at the work station.
- Available to work on Wednesdays to Sundays 10:00am – 19:00pm (75 hours per fortnight)

The Ideal Candidate

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

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

Eligibility

Prior to engagement, you are required to:

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

Notes

Your Benefits

- **Competitive Pay & Benefits:** $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to Apply

Complete the **Application Form** available on our website.

Email your c**urrent resume** and **completed application form** to Work with us | Aboriginal Hostels Limited by 11:59 PM AEST, **Sunday 5 October 2025**.

Include your name and the job reference (VN-0763160) in the subject line of your email.

For any questions about the role, please contact Jesy Carr on 0448 061 407 or at jobs@ahl.gov.au.

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Jesy Carr, 0448 061 407
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

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Prime Minister and Cabinet

Vacancy VN-0763161

Aboriginal Hostels Limited

Closing Date:Tuesday 07 October 2025

Frontline Services
Alice Springs NT

Job Title	Casual Hostel Workers - Night Attendants, Cooks/Kitchenhands and Housekeepers
Job Type	Casual, Non-Ongoing
Location	Alice Springs NT
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0763161
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Casual Hostel Workers to join our team as Night Attendants, Cooks/Kitchenhands and Housekeepers, and help create a safe, clean, and welcoming environment at our South Central Australian Hostels located in Alice Springs.

As a Casual Hostel Worker with AHL, you will receive a competitive base rate with 25% Casual loading plus 15.4% superannuation. Generous shift penalties also apply for work after hours, weekends and public holidays.

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

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

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

Duties

Multiple casual roles are available, including:

Cooks & Kitchenhands

- Prepare and serving meals for residents.
- Prepare and cleaning dining areas for residents
- Manage stock – including receiving, rotating, and monitoring food and kitchen supplies.
- Maintain a clean, safe and hygienic kitchen environment.

Night Attendants

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

Housekeepers

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

The Ideal Candidate

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

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

For Night Attendants: You must be available to work night shifts and be capable of managing emergency situations when they arise.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain NT Working with Children Check (Applicable to Alice Spring location only)

Notes

Your Benefits

- **Competitive Pay & Benefits:** $59,520 – $64,877 per annum, with 25% Casual loading plus 15.4% superannuation and generous leave entitlements.
- **Career Growth:** Opportunities for career progression within the organisation.
- **Supportive Team Environment:** Be part of a friendly and inclusive team where your contribution is truly valued.
- **Employee Assistance Program:** Access to confidential, professional counselling services for employees, their partners, and dependents.

How to Apply

Complete the **Application Form** available on our website.

Email your **current resume** and **completed application form** to Work with us | Aboriginal Hostels Limited by 11:59 PM AEST, **Tuesday 7 October 2025**.

Include your name and the job reference **(VN-0763161)** in the subject line of your email.

For any questions about the role, please contact Jesy Carr on 0448 061 407 or at jobs@ahl.gov.au.

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Jesy Carr, 0448 061 407
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0762959

National Indigenous Australians Agency

Closing Date:Monday 06 October 2025

West and South
Kimberley Region East Kimberley

Job Title	Engagement Officer and Senior Engagement Officer – East Kimberley
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Kununurra WA
Salary	$88,887 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 5;APS Level 6
Position Number	NIAA/2025/140
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=7E7F43D2-A1C7-897E-5A34-E434BB3C819C

As an Engagement Officer or Senior Engagement Officer in the National Indigenous Australians Agency (NIAA) you will work in genuine partnership to enable the self-determination and aspirations of Aboriginal and Torres Strait Islander peoples. You will be part of a team working to influence change across government and ensure Aboriginal and Torres Strait Islander peoples have a say in the decisions that affect them.

You will be working in collaboration with State or Commonwealth Government agencies to help deliver the priority reforms and/or outcomes of Closing the Gap.

The **APS 5 Engagement Officer** will be required to:

- ensure the effectiveness of Indigenous Advancement Strategy grants, working closing with communities, providers and funding applicants
- provide input and advice into briefs, grant administration processes and policy and program requests
- support the Empowered Communities model of joint decisions making in the Kimberley Region
- develop and maintain an understanding of local Aboriginal and Torres Strait Island communities, their needs, aspirations and priorities, emerging issues, and the services delivered to communities within the region.

The **APS 6 Senior Engagement Officer**, in addition to the above, will be required to:

- lead a small team to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators
- oversee the development, coaching and mentoring of staff, including maintaining succession planning by investing time into understanding team member's strengths and aspirations
- develop and maintain complex internal and external relationships with key NIAA stakeholders
- provide expert advice and interpretation within technical or professional area, including preparing relevant strategic advice where appropriate
- create a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood
- be self-driven and work independently.

Duties

We are seeking results-oriented people who possess strong engagement, communication and administration skills. Our ideal candidates will maximise opportunities to support integrated service delivery. We're looking for energetic, flexible, and motivated people to join an inclusive, supportive, high-performing team culture. You will work as part of a team with the support and broad direction of senior staff.

Our ideal **APS 5 candidates** will have:

- a high level of cultural awareness and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islander peoples
- demonstrated high level of judgement and the ability to identify, engage with and mitigate risks
- ability to identify emerging opportunities or issues and effectively prioritise tasks
- strong organisational skills, to support delivery of outcomes on time.

Our ideal **APS 6 candidates** will have:

- a high level of cultural awareness and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islander peoples
- well-developed analytical and research skills to provide evidence-based advice

- excellent interpersonal skills to develop and maintain relationships with stakeholders in the community sector, business, government and Aboriginal and Torres Strait Islander communities
- project and/or program management experience is highly regarded
- strong writing skills to deliver briefings and papers on complex issues.

Tertiary qualification in a relevant field or relevant work experience is desirable. A current Australian driver’s license is a requirement.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment; however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Siobhan Reeves, 0497 439 096
Agency Recruitment Site	https://niaa.nga.net.au/?jati=7E7F43D2-A1C7-897E-5A34-E434BB3C819

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Prime Minister and Cabinet

Vacancy VN-0763048

National Indigenous Australians Agency

Closing Date:Monday 06 October 2025

Central
ALGE East Arnhem and Groote Eylandt Section

Job Title	Senior Engagement Officer, East Arnhem and Groote Eylandt, Central Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Nhulunbuy NT, Darwin NT, Katherine NT
Salary	$98,314 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/136
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=71CF4DA6-C94B-B9D5-5E38-E4353157E323

The Senior Engagement Officer role is a leadership position within the Branch. They oversee and guide the day-to-day operational activities of a team to deliver high quality services and policy implementation. They are responsible for ensuring that performance measures for the team are met. They may undertake management or oversight of small projects for the team or, work with larger projects for the branch.

The Senior Engagement Officer cultivates a team with a supportive culture. They encourage innovation and an environment where staff are valued and committed to producing quality outcomes. They contribute to business improvement strategies, seeking to identify best practice. They coach and share expertise and technical knowledge with team members, peers and more broadly across the agency. The Indigenous Engagement Officer develops and maintains complex internal and external relationships with key NIAA stakeholders, providing appropriate advice and managing the resolution of issues or complaints. The Senior Engagement Officer promotes a healthy and safe workplace environment, and models ethical behaviour in accordance with the APS Code of Conduct and APS Values. Key duties of this role are:

- monitoring a range of channels to engage and manage relationships with government partners
- following systems and procedures when creating content to be developed mutually with government partners, taking into consideration their own preferences and standards

- undertaking research and analysis in support of Government Engagement work program activities
- assisting in the preparation of reporting and presentations for the Agency, including cyclical reporting to NIAA's committee/s and relevant government agencies
- participating in the development and implementation of improvement projects to improve NIAA's approach to government engagement, leading to strong partnerships that deliver on the advancement of Indigenous Australians
- building and maintaining productive relationships and inclusive networks with internal and external stakeholders to deliver defined services and outcomes
- participating in forums within the team and branch, using approved NIAA governance processes

Duties

Our Ideal candidate will demonstrate the following and is expected to be conducted with a broad degree self-direction:

- encourages and contributes to a culture that aligns with NIAA values and fosters high performing teams who are dedicated to achieving quality program outcomes
- provides leadership and supervision to achieve branch outcomes and the NIAA's broader strategic directions for its stakeholders, providers and partners
- facilitates and contributes to the NIAA Government Engagement work program
- contributes to the management of strategic partnerships for the branch
- completes and manages personal work allocations and offers assistance to other team members, to ensure team performance goals are met and quality is maintained
- coaches and supports team members to improve capability by offering on-the-job training and informal coaching
- takes responsibility for personal performance and competency using the NIAA Engage Framework and ensures Engage on a Page has formally been completed and recorded online
- applies sound judgement and makes evidence-based decisions aligned to the organisational operating environment and legislative frameworks
- guides others to identify and mitigate foreseeable risks
- represents the branch and contributes to building productive relationships and inclusive networks through collaboration with providers, partners and stakeholders, to resolve issue and realise agreed outcomes.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Jay Hill, 0411 276 885
Agency Recruitment Site	https://niaa.nga.net.au/?jati=71CF4DA6-C94B-B9D5-5E38-E4353157E32

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Prime Minister and Cabinet

Vacancy VN-0763182

National Indigenous Australians Agency

Closing Date:Wednesday 08 October 2025

Grants and Finance
ICT Data and Systems Systems Support and Reporting

Job Title	Systems Support and Reporting Officer, Grants and Finance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$80,505 - $86,097
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 4
Position Number	NIAA/2025/142
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=7C9A2DE6-0651-9289-0034-E435A9A41A2E

Are you looking to start or grow your career in the Australian Public Service? Do you enjoy solving problems, supporting others, and working with data and systems to improve service delivery? The Systems, Support and Reporting team within the ICT, Data and Systems Branch is seeking proactive and collaborative APS4 officers to join our team.

The National Indigenous Australians Agency (NIAA) is seeking candidates for multiple positions in the Systems, Support and Reporting Section (SSR) which is part of the ICT, Data and Systems Branch. The Section provides Agency-wide support for our grants administration systems, undertakes grants data reporting, and supports data capability uplift across the agency.

As an APS4 Systems, Support and Reporting Officer, you will:

- provide responsive and culturally competent support to internal stakeholders via the NIAA Front Door Helpdesk
- assist with administrative and operational tasks including data reporting, system support, and process improvement
- apply established policies, procedures, and legislation to ensure consistent and compliant service delivery
- work collaboratively with team members to manage tasks, resolve issues, and contribute to a positive team culture
- support small-scale projects and continuous improvement initiatives that enhance ICT services and grant system performance.

This role is ideal for someone looking to build foundational skills in ICT service delivery, stakeholder engagement, and public sector operations.

Duties

We’re seeking candidates who can:

- demonstrate sound judgement and display attention to detail
- manage competing priorities and meet set deadlines
- work effectively as part of a team and contribute to shared goals
- communicate clearly and respectfully with diverse stakeholders
- demonstrate a strong commitment to continuous learning and professional growth within a dynamic and supportive environment
- work to enhance cultural competency through ongoing learning and engagement.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

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To Apply

Position Contact	Julie Bowen, (02) 6152 3917
Agency Recruitment Site	https://niaa.nga.net.au/?jati=7C9A2DE6-0651-9289-0034-E435A9A41A2

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763114

Services Australia

Closing Date:Monday 06 October 2025

Operations Management
Various

Job Title	Senior Operations Management Specialists
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	$94,711 - $109,518
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	EXT-APSL-2025-1212
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=7DCB2CEF-DE98-693E-AA05-E43533D40B9A

Services Australia (the Agency) are recruiting to fill a range of specialised Senior Operations Management roles within the Operations Management Division. The Operations Management Division core functions include:

- Ensuring frontline staff's availability, skills and capabilities are matched to customer demand through Demand Forecasting, Workforce Scheduling and Capacity Planning and capability building.
- Business ownership, maintenance and enhancement of ICT and telephony systems including supporting relevant educational and instructional material to ensure systems are fit for purpose and can support front line staff efficiency.
- Telephony infrastructure transformation and enhancement through analysis of the Agency's telephony services.
- The prioritisation and distribution of all customer telephone calls, claims and circumstance updates through assisted channels including real-time monitoring and workload management.

- Long and short-term workforce planning services to support business continuity, major change and emergency management initiatives.

To be successful in Senior Operations Management Specialist roles, you will need to:

- Have a strong understanding of the operational requirements of customer service delivery in the public sector, including the agency's purpose and strategic priorities.
- Demonstrate effective leadership and people management skills, supporting, mentoring and developing staff capabilities through coaching and training.
- Have highly developed communication skills including the ability to effectively translate complex information to a non-technical audience at various levels and negotiate positive outcomes.
- Demonstrate data literacy including the ability to read, understand, create and communicate quantitative and qualitative data and provide insights and recommendations to support evidence-based decision making.
- Be capable of responding and contributing to changes in priority, business process or continuous improvement activities.
- Be capable of working under the limited direction of senior staff, exercising a degree of independent judgement, making decisions within defined parameters that require some reliance on a breadth of skills, knowledge and experience.

Some roles may have direct supervisor responsibilities, leading a team of staff to deliver business outcomes.

Successful candidates will play a key role in preparing, positioning and enabling our frontline staff to deliver quality customer service.

All successful applicants will need to demonstrate direct or transferable experience and capabilities in one or more of the specific functions, key duties and responsibilities.

Duties

- Oversight of schedule/roster development, and creation of capacity plans or forecast reports that best meet service delivery requirements in line with organisational policy and guidelines and manage schedule change requests, resolving escalated issues and balancing customer service expectations.
- Use and maintain workload management and or telephony (including Interactive Voice Response and caller authentication) systems and technologies to perform planning, prioritisation routing and distribution or allocation of non-customer contact and telephony workload to maintain agreed service levels and/or monitor in real-time, customer service tools, systems and transaction flow to triage, escalate and communicate service delivery impacts.

- From a business owner perspective, optimise the use of ICT and telephony systems including business process mapping, and system integration and enhancement and engaging with ICT and telephony teams to support releases while minimising impact to front line systems.
- Support the management of and report on service contract performance and deliverables, or operationalise business processes that support quality management and skill tagging allocation and maintenance.
- Apply technical, program and/or project management skills to support Telephony Operations Transition projects with the Agency's telephony and contact centre capability, providing guidance and support across multiple elements or project operations and working closely with division and external stakeholders to drive operational initiatives; with a focus on improving the infrastructure and services for the Agency's service delivery network including the transformation and enhancement of Agency telephony services.
- Partner with data and analytics specialists and service delivery stakeholders to provide meaningful analysis of multiple interrelated customer service data sources to:
    - Support the creation and enhancement of fit for purpose tools to empower frontline service delivery teams.
    - Provide insights into driving service delivery performance and efficiency.
    - Operationalise business processes that support quality management and skill tagging allocation and maintenance.
- Leading a team including providing strategic direction, promoting a positive work environment, developing staff capability though coaching, mentoring and on-the-job support and managing performance and attendance including role modelling emotional intelligence to lead staff and stakeholders through change, communicating with influence in a positive and meaningful way.

Eligibility

Security Clearance level required for some roles: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Jonathon Blackert, 03 6162 5558
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=7DCB2CEF-DE98-693E

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Social Services

Vacancy VN-0763144

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 02 October 2025

Regulatory Operations
Compliance and Enforcement Various

Job Title	Regulatory Compliance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$88,155 - $94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	185_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Regulatory Operations Division oversees regulatory and compliance operations, including incident response, compliance monitoring and investigations. It is responsible for the approval of providers, suitability assessments and manages the national Worker Screening database. It uses a range of compliance and enforcement tools to support quality services and safeguarding of participants. It manages key stakeholder interactions with other regulators, enforcement and government agencies. It contributes to the development of regulatory practice and policy, strategic initiatives, and regulatory campaigns. The Division has three key branches and a small office supporting the Deputy Commissioner:

- Market Operations
- Regulatory Campaigns and Projects
- Compliance and Enforcement
- Office of the Deputy Commissioner.

Compliance and Enforcement

Within Regulatory Operations, the Compliance and Enforcement Branch is responsible for the delivery of compliance monitoring and enforcement of providers and workers in the NDIS.

It applies a risk-responsive approach to its regulatory activities using proactive and reactive levers to ensure compliance, quality providers and workers and safeguarding of participants. It is responsible for leading investigations and taking appropriate and proportionate action in response

to non-compliance. It has a key role in developing relationships with other regulators and enforcement agencies to ensure integrity and quality of the NDIS.

Duties

The Regulatory Compliance Officer is responsible for undertaking compliance and/or investigations activities under direction of a Regulatory Compliance Officer, Senior Investigator or Assistant Director to ensure that providers and workers who have obligations under the NDIS Act are meeting those obligations and are held accountable. Enforcement professionals administer and enforce government and corporate regulations and standards.

Duties may include, but are not limited to, the following:

- conducting compliance or investigation activities. Activities may include completing compliance desk top reviews, planning and taking regulatory action, assisting with compliance visits or executing warrants, collecting / assessing / presenting evidence, formal interviews, information management / disclosure, disability support workers and their response to issues of safety, well-being, and quality of support services for people with disability
- use official notes to prepare compliance reports, correspondence and briefing papers including recommendations and ensure that non-compliance issues are identified, recorded, and appropriately escalated
- liaising with other government agencies and stakeholders, sharing information to address quality and safeguarding risks associated with NDIS supports and services
- working with individual providers and workers to assist them in understanding their obligations, and where non-compliance may have occurred, guide them to address those issues and risks, undertaking regulatory action in a timely manner
- prepare complex and/or sensitive correspondence and corporate documentation, including reports, briefings and submissions to support compliance action.
- assisting senior officers in conducting risk assessments and ensuring that all mitigation measures are documented and followed through
- supporting and participating in compliance promotion and education campaigns to inform and educate providers, participants and the public about the Commission’s functions and the requirements of relevant legislation and rules
- contribute to, planning investigations, reviews or other large programs of work ensuring delivered to standard, on time
- some roles may require travel, at times with short notice.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Carrie Sutcliffe, Carrie.sutcliffe@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763181

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 29 September 2025

Regulatory Operations
Market Operations Provider Registration

Job Title	Regulatory Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$80,270 - $86,280
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 4
Position Number	186_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Provider Registration team is one of the three (3) vital teams within the Market Operations Branch and is largely responsible for registering NDIS providers.

The team performs a wide range of activities, all designed to develop a diverse and high-quality NDIS market supporting NDIS participants.

As an APS4 Regulation Officer within the Provider Registrations Team, you will leverage your analytical, communication, and engagement skills to deliver high-quality and timely operational outcomes. You will be accountable for your tasks and decisions, working under guidance on registration matters to ensure the suitability of providers through evidence-based recommendations.

Duties

Duties may include, but are not limited to, the following:

- assist in assessing, researching, or analysing registration matters in accordance with established procedures, identifying, mitigating, and escalating risks as needed in a timely manner
- apply legislation and policy to the registration process, maintaining a well-developed knowledge of all relevant frameworks
- communicate effectively with NDIS providers and other stakeholders on complex matters via telephone or email correspondence
- contribute to planning and implementation of short-term tasks and longer-term registration initiatives
- maintain accurate records by keeping systems and registers updated to reflect the current status of work
- proactively provide support to team outcomes and identify opportunities for continuous process improvement for registration matters
- draft registration minutes, briefs, or other correspondence in accordance with agreed formats or guidelines.

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Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Ray Abdul Rahim, 08 6479 8880
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0763242

Australian Bureau of Statistics

Closing Date:Wednesday 08 October 2025

People and Place Division
Health, Disability and Vitals Health and Vital Statistics Section

Job Title	Mortality Data Coders (APS4), Health and Vital Statistics Section
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD
Salary	$75,746 - $85,199
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	APS Level 4
Position Number	25/HVSS_APS4
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=C0EAE025-6DE9-5D1D-DB52-E435AA79F667

The Australian Bureau of Statistics (ABS) is looking to fill the positions of **Mortality Data Coders (APS4)** in the Health and Vital Statistics Section of the ABS. The Health and Vital Statistics Section is responsible for the compilation of national births, deaths, causes of death, and marriages and divorces datasets.

About the area

The team provides statistical insights into key mortality indicators in Australia, including leading causes of death, excess mortality and external causes.

The section consists of 25-30 people all located in Brisbane.

The team works with many stakeholders including international partners such as the World Health Organization, data suppliers such as the Registries of Births, Deaths and Marriages and many data users in government, non-government organisations and academia. Data is used extensively for public health research, policy and planning.

Duties

About the role

Mortality data coders are responsible for reviewing and interpreting cause of death information certified by doctors and coroners on death certificates. Mortality coders must assign the relevant International Classification of Diseases codes and rules to each cause of death record, adhering to international best practice. The goal of mortality coding is to standardise text into codes to create nationally and internationally consistent tabulation of cause of death statistics.

The role involves exposure to sensitive information and potentially distressing content. Other aspects of the role involve quality assurance of mortality coding outputs, assisting with queries related to the International Classification of Diseases, and processing related tasks such as file loading and demographic editing. Training in mortality coding is provided on the job.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- Knowledge of medical terminology, experience with International Classification of Diseases (ICD) coding or public health data or an ability to develop these skills is highly desirable.
- Ability to maintain focus and resilience when undertaking recurrent tasks involving sensitive and potentially distressing content whilst working to key deadlines.
- Demonstrated ability to work productively as part of a diverse team and contribute to a positive team culture that promotes wellbeing and mutual support.
- Demonstrated ability to actively listen and respond constructively to feedback, and a commitment to continuous learning and improvement.
- Strong oral and written communication skills.

Eligibility

To be eligible for these roles you:

- You must be an Australian citizen at the time you apply.

- You may need to obtain (or hold) and maintain at least a Baseline security clearance.
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following:

*In no more than **600 words,** provide a statement of claims of how you have demonstrated the skills, qualities, and experience (outlined in Section 1 of the Applicant Information Kit) required for this role.*

Please read the attached *Applicant Information Kit* for more information about the position and the recruitment process.

Applications close at 11:30 pm (AEDT), Wednesday 8th October2025. Late applications will not be accepted.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Lauren Moran, (07) 3222 6246
Agency Recruitment Site	https://abs.nga.net.au/?jati=C0EAE025-6DE9-5D1D-DB52-E435AA79F6

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Treasury

Vacancy VN-0763298

Australian Bureau of Statistics

Closing Date:Sunday 05 October 2025

Census Field Operations Census Workforce Support Team

Job Title	Census Field Operations Team Leaders & Project Officers
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Belconnen ACT, Sydney NSW, Docklands VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT, Alice Springs NT, Cairns QLD
Salary	$85,204 - $88,834
Future Merit Locations	Perth, Belconnen, Sydney, Docklands, Brisbane, Adelaide, Hobart, Darwin, Alice Springs, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Opportunity to work from home
Classification	APS Level 5
Position Number	25/Census_ME_APS5
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=665B37D6-82C1-3CAB-E18C-E436952BB64B

The Australian Bureau of Statistics (ABS) is looking to recruit a number of staff to fill a variety of temporary **Field Operations Team Leader** and **Field Operations Project Officer** roles to support the 2026 Census of Population and Housing.

Duties

About the Field Operations Team Leader role

We are seeking to recruit over 130 Field Operations Team Leaders in various locations across Australia.

Field Operations Team Leaders are responsible for the day-to-day management of national field operations for the 2026 Census. This includes recruitment and training of field staff, work allocation and monitoring, issue resolution and provision of support to field staff as they undertake their work.

The responsibilities of a Field Operations Team Leader include:

- lead a team of field staff within a specific region to undertake Census data collection
- support recruitment and training of field staff
- provide workload, procedural, Work Health and Safety and/or technical help to Census field staff
- undertake performance management of field staff when required
- coordinate the creation, allocation and progress monitoring of workloads to field staff within their work areas
- resolve or escalate complex field queries, issues and incidents.

About the Project Officer roles

We are seeking to recruit over 40 Project Officers across several sub-teams that support Census field operations and activities. As a Project Officer you will provide timely and effective support to ensure the success of the 2026 Census field operations.

Specialised roles include:

Field Operations Support Officer – arrange travel bookings and undertake recruitment and training of Census field staff

Operational Management Project Officer – program communication support, meeting administration, recruitment and training coordination, staffing administration activities.

Special Enumeration Project Officer – undertake engagement activities to support enumeration activities of special dwelling types including aged care establishments, motels, hotels, boarding schools, secure apartment buildings, etc.

Operational Insights (OI) Data Analysts - monitor progress of enumeration operations against targets and report emerging issues or trends to management.

Systems Support Officers - assist with systems support team operational documentation and process and provide Level 2 technical support to Census field staff queries regarding the key field systems.

What we are looking for

The successful candidates will be able to demonstrate all or most of the following:

- ability to lead a team in delivering quality outcomes within a dynamic fast paced environment
- ability to exercise good judgement in problem solving and decision making
- good stakeholder engagement skills
- good interpersonal, customer relations and communication skills
- ability and confidence to present face-to-face training and provide performance coaching to individuals and groups
- ability to quickly acquire the skills to use a range of office systems and applications
- ability to understand and communicate technical system-based issues (System Support role).

Skills or experience in the following are also highly desired in most roles:

- operations and/or project management
- recruitment
- training
- travel management.

Eligibility

To be eligible to apply you must be an Australian citizen.

Notes

As part of the application process you will need to upload your resume, provide referee details and submit a statement (maximum 300 words) responding to the following:

How do your skills and experiences make you a good fit for these roles? Please give examples.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	National Recruitment Unit, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=665B37D6-82C1-3CAB-E18C-E436952BB64

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Treasury

Vacancy VN-0763198

Australian Securities and Investments Commission

Closing Date:Friday 03 October 2025

Job Title	Manager, Unclaimed Moneys
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	-
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1881664
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226365724

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Looking for a dynamic leader to manage and develop a team handling unclaimed money. Ensure compliance with the Corporations Act, Life Insurance Act, Banking Act, and internal policies. Join us and make a difference!

- **Brisbane**
- **$123,444- $144,386 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59 pm AEST, Friday, 3 October 2025**

The team

The Enterprise Services team consists of Finance, Procurement, Property and Contracts, Performance Reporting and Planning, and the Enterprise Resource Planning (ERP) Program. The team provides a range of support, advice and analysis services across ASIC.

The Finance team provides a range of financial support and analysis services to all of ASIC's internal and external stakeholders. The Financial Operations and Unclaimed Money team is responsible for the accounts payable, accounts receivable, taxation and treasury functions and the administration of unclaimed money.

The role

As a manager, you are accountable and responsible for:

- Enhancing team performance by facilitating development opportunities, mentoring, and coaching.
- Providing technical support to senior management; delegating tasks, managing resources, and overseeing progress to achieve KPIs and deadlines.
- Addressing complex claims and complaints in collaboration with stakeholders, utilising sound judgment.
- Ensuring compliance with ASIC's regulatory requirements and applicable legislation.
- Implementing robust governance and risk management processes.
- Contributing to financial governance, risk management, and compliance frameworks.
- Engaging with internal and external stakeholders regarding unclaimed money matters.
- Aligning financial operations with strategic objectives and organisational priorities.
- Streamlining processes, systems, and workflows to optimise unclaimed money management.
- Maintaining guidance documents, reference materials, FAQs, and standardised responses.
- Providing ad hoc administrative support relating to unclaimed money functions.

Duties

About you

To excel in this role, you need experience in leading and managing teams in a complex and dynamic environment, along with the ability to provide high-quality advice and analysis to support decision-making and achieve organisational outcomes.

Strong stakeholder engagement and communication skills are essential, as well as the ability to influence and negotiate effectively. You should possess a high level of initiative, innovation, and problem-solving skills, and be able to adapt to changing priorities and demands. Additionally, strong strategic thinking and decision-making abilities are crucial for success in this role.

View the position description for more information or click ‘apply' to start your application.

Applications close on Friday, 3 October 2025

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you must be an Australian citizen and complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763247

Australian Securities and Investments Commission

Closing Date:Thursday 02 October 2025

Job Title	Evidence Support Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	50/50 hybrid work environment
Classification	
Position Number	ASIC/1845121
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226364162

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC is seeking experienced Business Support Officers to support the work of the Enforcement and Compliance group.

- **Opportunities available in Sydney and Melbourne**
- **Salary from $78,720 to $82,842 (depending on experience) + 15.4% superannuation**
- **Permanent opportunities**

- **Applications close at 11:59pm ADST, 2nd October 2025**

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. The ECG comprises Investigation and Enforcement Action, Enforcement Inquiries and Compliance, Enforcement (Evidence) Services and Enforcement Policy and Practice.

Duties

The role

As a **Business Support Officer**, you will undertake a range of duties that support the efficient delivery of enforcement outcomes. This includes:

- Preparing documentation and correspondence, including briefs to Counsel, proof-reading transcripts and organising search warrant logistics
- Project coordination support on a range of complex regulatory investigations and litigated matters
- Matter and document management
- Coordinating case management progress meetings and drafting and circulating agenda and minutes

You will also be required to perform a core set of administrative duties, including:

- Credit card acquittals
- Travel bookings
- Compiling electronic and hard copy briefs
- Procurement assistance
- Mailouts and courier coordination
- Induction and system use support for new team members
- Ad-hoc duties as required to support the team

Eligibility

About you

To be successful in this role, you will be a highly organized and detail-oriented individual with advanced planning skills who can efficiently manage multiple priorities. Your ability to communicate effectively with various stakeholders ensures you can meet complex requests with competing deadlines.

You will demonstrate strong initiative, flexibility, and problem-solving skills to contribute to investigations and process improvements and process efficiency. Proficiency in software applications, including the MS suite (particularly Excel) and databases is essential. Experience with CRM systems is also highly desirable.

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.

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

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment.

About the Australian Securities and Investments Commission

To Apply

Position Contact	bryan.salas@asic.gov.au, 03 9280 4796
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763309

Australian Securities and Investments Commission

Closing Date:Tuesday 30 September 2025

Job Title	Business Process Improvement Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$127,641 - $144,946
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1885817
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226368282

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney or Melbourne location.**
- **$127,641 - $144,946 (depending on experience) + 15.4% superannuation**
- **24-month or 36-month Fixed Term Contract positions**
- **Applications close at 11:59pmAEST,Tuesday 30 September 2025**

The team

ASIC's **Human Centred Design (HCD) Hub** is an enterprise-wide service that creates evidence-based solutions aligned with business goals and stakeholder needs. We collaborate across teams—including product owners, project managers, and enterprise services like Finance

and People & Development—to deliver meaningful, user-focused outcomes. As a passionate and evolving team, we're building a design-led culture and welcome those who thrive in a supportive, can-do environment.

The role

ASIC is seeking two **Business Process Improvement Analysts** to work independently, with ASIC staff, to identify and implement process improvement initiatives across ASIC, utilising the HCD and BPI methodology and best practice business process improvement tools.

Responsibilities will include:

- Identify opportunities to improve efficiency, satisfaction, and reduce costs through better processes.
- Collaborate with teams and stakeholders to document current and future process designs.
- Help shape and refine BPI services within the HCD Hub through a test-and-learn approach.
- Lead BPI-related projects or project components within the HCD Hub.
- Manage tasks effectively to support ASIC's strategic goals and team plans.
- Analyse data to uncover problems, opportunities, and solutions.

About you

A successful applicant should possess many or all of the following:

- Tertiary qualification in IT, Business Systems, or process improvement.
- Skilled in process mapping, analysis, and optimisation.
- Strong analytical and problem-solving abilities.
- Proven project leadership and team collaboration experience.
- Solid understanding of SDLC and Agile methods.
- Effective stakeholder engagement and communication.
- Quick to learn ASIC systems and emerging technologies.
- Proficient in UML/BPMN for workflow and process mapping.
- Clear communicator with data-driven decision support skills.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST,Tuesday 30 September 2025.

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- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763310

Australian Securities and Investments Commission

Closing Date:Tuesday 30 September 2025

Job Title	Senior Manager, Benefits Management & Emerging Policy
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	$165,011 - $178,498
Future Merit Locations	Sydney, Melbourne, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1886038
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226368327

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney, Melbourne & Canberra. Other locations considered.**
- **From $165,011 - $178,498 (depending on experience) + 15.4% superannuation**
- **Permanent position**
- **Applications close at 11.59pm AEST, Tuesday 30 September 2025**

The team

The **RegistryConnect Program** will provide reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians. The Program has five strategic objectives: Stabilise ASIC Registry technology for enhanced security and performance, modernise registers, user channels, and interfaces, improve data quality and integrity through better linkages, enable registry reform via policy and legislative changes, Build lasting capabilities for future enhancements.

The role

As the **Senior Manager, Benefits Management & Emerging Policy**, you will partner with the Registry Connect and ASIC Business to update and manage the Registry Connect Business case benefits. In addition, responsibilities will include:

- Advising on strategic product investment aligned with program goals.
- Liaising with external stakeholders and government agencies/regulators.
- Developing and implementing policies to support Registry Connect objectives.
- Planning and scheduling work to meet business plan targets.
- Delivering outcomes within agreed timeframes and budgets.
- Collaborating across ASIC to ensure program success.
- Contributing to RegistryConnect design authority with input on new features and direction.

About you

You will have the demonstrated ability to inspire a sense of purpose and direction. You will lead and coach a team of individuals, demonstrating inclusive team practices and an ability to deliver outcomes through others.

You will ideally have proven skills in the following:

- Proven leadership in team management.
- Strong communication and executive influencing skills.
- Experience managing complex stakeholder relationships during digital and business transformation.
- Skilled in strategy development and roadmap planning.
- Expertise in budgeting, sourcing, contract negotiation, and vendor management.
- Track record of building high-performing teams.
- Strong problem-solving across business and technology issues.
- Relevant tertiary qualifications.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Tuesday 30 September 2025.

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- 50/50 hybrid work-from home model
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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763327

Australian Securities and Investments Commission

Closing Date:Thursday 09 October 2025

Job Title	Senior Supervisor/Lawyer/Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Traralgon VIC, Perth WA, Darwin NT, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane, Adelaide, Hobart, Traralgon, Perth, Darwin, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1884766
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226368561

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Implement best practice surveillance and supervision to achieve robust and impactful regulatory outcomes. Seeking an expert in complex, risk-based surveillance and supervision with exceptional stakeholder relationship skills.

- **All locations considered**
- **Permanent position**
- **Salary from $152,074 + 15.4% superannuation**
- **Applications close at 11:59pm AEDT, 9 October 2025.**

The team

The Strategic Surveillance, Banking and Data (SSBD) team delivers proactive surveillance outcomes across multiple sectors using thematic surveillance expertise, running complex surveillances within and across sectors and leading group wide activities.

SSBD is responsible for the regulation and supervision of the banking sector and strategically important financial institutions. This includes proactive engagement with and monitoring of firms to understand and respond to emerging industry issues and provide strategic direction and technical expertise for ASIC's work.

The team collaborates with other parts of ASIC in ensuring consistent and effective delivery of ASIC's regulatory priorities by using best practice regulatory supervision, surveillance knowledge, expertise, and resources on Regulation & Supervision (R&S) or ASIC wide projects.

The role

As a **Senior Analyst/Lawyer/Supervisor** you will be responsible for:

- Making significant contributions to the delivery of complex data driven surveillances and ASIC wide or priority projects.
- Making significant and strategic contributions to the supervision of the banking sector including identification of and addressing emerging and current risks, stakeholder engagement and assessing applications to exercise discretionary powers.

- Developing and maintaining key internal and external relationships with stakeholders, including representing ASIC at government or industry meetings
- Leading and identifying new ways to utilise data to deliver priorities and support evidence based decision making, including effective collection, management, analysis, and communication of insights from data.
- Contributing to the guidance, training, direction and mentoring of junior team members.
- Maintaining knowledge of ASIC's regulatory framework and toolkit, relevant legislative and reporting requirements, domestic and international developments, and best industry practice models.

Duties

About you

You will possess a strong understanding of the benefits of strategic relationships to maximise data and information opportunities, with experience in advising on complex transactions or projects requiring critical thinking and judgment in relevant industries such as legal firms, or regulatory environments.

You will also demonstrate:

- Relevant tertiary qualification.
- Deep knowledge of banking, Australian financial markets, and regulatory environment.
- Strong strategic thinking, analytical, investigative, and research skills.
- Proven ability to develop strategic relationships for effective data use.
- Experience leading high-performing teams with a focus on strategic direction and coaching.
- Excellent communication skills and attention to detail in business reporting.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Irina Sayer, +61299112337
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763022

Australian Taxation Office

Closing Date:Friday 03 October 2025

Client Engagement Group
Smarter Data Program

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Dandenong VIC, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW
Salary	$90,596 - $96,042
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_SDP_636_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E815379C-87EA-0291-E729-E434F5F1EDEE

Duties

We are seeking highly motivated and innovative Data Analysts to join our Client Engagement Group.

As a Data Analyst, you will use your experience and understanding of data analysis, modelling techniques, and business knowledge to address business problems and support data-driven decision making.

You will use a variety of tools, scripts, languages and technical knowledge to analyse and interpret data and results, and communicate using easy-to-understand language to support business outcomes. You'll be accountable for organising your workflow and support decision making concerning your work area and team plans.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Smarter Data Program Business Operations Management team, N/a
Agency Recruitment Site	https://ato.nga.net.au/?jati=E815379C-87EA-0291-E729-E434F5F1EDEE

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Treasury

Vacancy VN-0763053

Australian Taxation Office

Closing Date:Wednesday 08 October 2025

Smarter Data Program
Data Engineering

Job Title	Data Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Moonee Ponds VIC, Sydney NSW, Box Hill VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Hobart TAS, Newcastle NSW, Parramatta NSW, Perth WA
Salary	$97,816 - $112,312
Future Merit Locations	Penrith, Upper Mount Gravatt, Melbourne, Moonee Ponds, Sydney, Box Hill, Adelaide, Brisbane, Canberra, Dandenong, Geelong, Hobart, Newcastle, Parramatta, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_SDP_639_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=512A3F03-13A1-FB6C-1215-E43530CF86E6

Duties

We are seeking Data Engineers to join our Smarter Data Program.

As a Data Engineer, you will be part of a dynamic team driving transformation across enterprise data platforms. You'll create automated pipelines that collect, curate and optimise raw data, transforming it into high quality information and support integration of data pipelines with ATO systems. You'll also contribute to improving platforms and applications to meet user needs, while ensuring the ongoing stability and technical health of ATO systems through proactive maintenance and support.

Our branch spans a wide range of data engineering disciplines:

- Cloud Data Engineers build and manage scalable cloud-based data platforms that support enterprise analytics and decision-making.
- Support Engineers ensure the stability and performance of data systems by resolving issues across a variety of data engineering tools and platforms.
- Graph Engineers develop and maintain data pipelines optimised for graph database technologies, enabling advanced relationship-based data analysis.

- Data Engineers develop and maintain data pipelines and SQL-based solutions to support data integration, transformation, and analytics across diverse data platforms and use cases.

You will work as part of team, collaborating with business partners to align technical strategies with business objectives. You'll provide guidance on best practices and supporting team members development through knowledge sharing. By contributing to a culture of innovation and continuous learning you'll help deliver data initiatives, drive technical excellence and expand your expertise.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	Business Operations Management mailbox, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=512A3F03-13A1-FB6C-1215-E43530CF86E6

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Treasury

Vacancy VN-0763070

Australian Taxation Office

Closing Date:Friday 03 October 2025

Client Engagement Group
Smarter Data Program

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_SDP_637_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=A37AAA5B-4A68-DE2A-1400-E434F66B3AA0

Duties

We are seeking highly motivated and innovative Data Analysts to join our Client Engagement Group.

As a Data Analyst, you will use your expertise in data analysis, modelling techniques, and business knowledge to address business problems and support data-driven decision making.

You will use a variety of tools, languages and technical knowledge to research, extract, analyse, and interpret data and results, with a strong commitment to quality assurance, re-usability, and curation of data sources and solutions. You'll be accountable for organising your workflow and making decisions concerning your work area and team plans.

You may be required to lead and manage the work of junior employees, being responsible for reviewing the quality of their work.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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To Apply

Position Contact	Smarter Data Program Business Operations Management team, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=A37AAA5B-4A68-DE2A-1400-E434F66B3AA

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Treasury

Vacancy VN-0763071

Australian Taxation Office

Closing Date:Wednesday 08 October 2025

Smarter Data Program
Data Engineering

Job Title	Data Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Penrith, Upper Mount Gravatt, Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_SDP_653_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=BB58FA6E-B46E-2D4A-5837-E43532859196

Duties

We are seeking Data Engineers to join our Smarter Data Program and help shape the future of data-driven decision making across the ATO.

As a Data Engineer, you will lead a dynamic team driving transformation across enterprise data platforms. You'll create automated pipelines that collect, curate and optimise raw data, transforming it into high quality information. Your work will support seamless integration of data pipelines with ATO systems. You'll also contribute to improving platforms and applications to meet user needs, while ensuring the ongoing stability and technical health of ATO systems through proactive maintenance and support.

Our branch spans a wide range of data engineering disciplines:

- Cloud Data Engineers design, build and manage scalable cloud-based data platforms that support enterprise analytics and decision-making.
- Support Engineers ensure the stability and performance of data systems by resolving issues across a variety of data engineering tools and platforms.
- Graph Engineers design, develop and maintain data pipelines optimised for graph database technologies, enabling advanced relationship-based data analysis.

- Data Engineers design, develop and maintain data pipelines and SQL-based solutions to support data integration, transformation, and analytics across diverse data platforms and use cases.

You will collaborate with business partners to align technical strategies with business objectives, providing expert guidance on best practices and mentoring team members to foster a culture of innovation and continuous learning. You'll have the opportunity to shape and lead data initiatives, drive technical excellence and grow your expertise in a collaborative and forward thinking environment.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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To Apply

Position Contact	Business Operations Management mailbox, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=BB58FA6E-B46E-2D4A-5837-E43532859196

Treasury

Vacancy VN-0763072

Australian Taxation Office

Closing Date:Wednesday 08 October 2025

ATO People
SES Services

Job Title	Executive Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Canberra ACT
Salary	$150,784 - $179,606
Future Merit Locations	Perth, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_EO_645_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=668970C6-853B-7963-24EC-E435A6DAD0A4

Duties

We are seeking experienced and driven Executive Officers with strong leadership capabilities, exceptional communication skills, and a proven ability to build and manage strategic relationships. This is a unique opportunity to contribute at a senior level, providing high-level advice and support to our executive team in a fast-paced, purpose-driven environment.

As an Executive Officer, you will play a key role in shaping and delivering the ATO’s strategic direction. You’ll operate with a high degree of autonomy, leading complex initiatives, managing risk, and driving organisational change. Your ability to navigate policy and operational challenges will be critical, as will your capacity to influence outcomes and deliver results.

This role requires a sophisticated understanding of stakeholder engagement. You’ll work closely with senior executives, government agencies, industry representatives, and ministerial offices to promote the ATO’s objectives and communicate our strategic vision with clarity and impact.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Rebecca Nelson, (02) 6216 1607
Agency Recruitment Site	https://ato.nga.net.au/?jati=668970C6-853B-7963-24EC-E435A6DAD0A4

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Treasury

Vacancy VN-0763100

Australian Taxation Office

Closing Date:Friday 03 October 2025

Client Engagement Group
Smarter Data Program

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Box Hill VIC, Canberra ACT, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_SDP_638_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=9EFB4EB4-BC3A-4896-8398-E434F6D58908

Duties

We are seeking highly motivated and innovative Data Analysts to join our Client Engagement Group.

As a Data Analyst, you will use your expertise in data analysis, modelling techniques, and business knowledge to address business problems and support data-driven decision making.

You will be responsible for developing complex data analytic solutions and responding to ad hoc requests for data and information to support the operation and delivery of business outcomes.

You will coordinate the development and implementation of technical data solutions by applying analytic techniques and methods. You'll be highly skilled in using a variety of tools, languages and technical knowledge to research, extract, analyse and interpret data and results with a strong commitment to quality assurance, re-usability and curation of data sources and solutions.

You may be required to lead and manage a team, being responsible for reviewing the quality of their work.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Smarter Data Program Business Operations Management team, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=9EFB4EB4-BC3A-4896-8398-E434F6D58908

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Treasury

Vacancy VN-0763196

Australian Taxation Office

Closing Date:Wednesday 08 October 2025

ATO People
Payroll Services and Establishments

Job Title	Payroll Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Dandenong VIC, Melbourne VIC, Moonee Ponds VIC
Salary	-
Future Merit Locations	Dandenong, Melbourne, Moonee Ponds, Box Hill, Parramatta, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_ESCO_647_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=1574ECA1-2772-4208-7676-E435AB687B47

Duties

We are seeking an enthusiastic Team Leader to join our Payroll Services team.

As a Payroll Team Leader, you will guide a dedicated team of HR professionals in delivering comprehensive payroll services. This includes managing transactions related to employee pay, superannuation, conditions, and entitlements. Your deep expertise in pay, leave, and employment condition frameworks will be instrumental in leading your team and ensuring the delivery of accurate and timely payroll outcomes.

You will manage the teams' resources and priorities, develop work plans, support individual capability development. You'll collaborate with a range of stakeholders to achieve strategic business objectives and resolve complex payroll and related HR matters. You'll proactively identify and manage emerging payroll-related issues and risks, including those that are sensitive, complex, or require a high level of discretion.

You will also contribute to business improvement initiatives by identifying opportunities to streamline payroll processes, enhance service delivery, and implement best practices. You'll play a key role in resolving complex and sensitive payroll and HR matters, while ensuring a timely and effective outcomes.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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

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

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To Apply

Position Contact	Kellie Tyrell, (03) 8601 9063
Agency Recruitment Site	https://ato.nga.net.au/?jati=1574ECA1-2772-4208-7676-E435AB687B47

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Treasury

Vacancy VN-0763201

Australian Taxation Office

Closing Date:Thursday 09 October 2025

Fraud and Criminal Behaviours
Various teams

Job Title	Prosecutions Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$81,265 - $88,200
Future Merit Locations	Adelaide, Box Hill, Brisbane, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 4
Position Number	EXT_CEG_640_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=956FE83A-6AE2-748F-BCBD-E435E2F50761

Duties

We are seeking highly motivated Prosecutors to join our Fraud and Criminal Behaviours (FCB) business area to appear in court on behalf of the Commissioner.

In FCB, we drive holistic solutions to counter deliberate, systemic or complex behavioural issues that pose the biggest threats to the integrity of the tax and super systems.

Our Prosecutions area plays a vital role in achieving a fair and equitable taxation system, providing security, redress and certainty for taxpayers through the fair, consistent and just application of the rule of law.

We prosecute offences including:

- failure to comply with requirements under taxation law, including failing to lodge income tax and GST returns
- failure to answer questions when attending before the Commissioner
- recklessly making false or misleading statements
- incorrectly keeping records with intention of deceiving or misleading.

As a Prosecutions Officer, in FCB, you will carry a prosecution case load and progress cases within established case cycle times.

You will play a fundamental role in helping us to meet our commitments to government and maintain community confidence in the integrity of the tax system.

These roles may require travel and a current Australian driver’s licence is essential.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=956FE83A-6AE2-748F-BCBD-E435E2F5076

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Treasury

Vacancy VN-0763202

Australian Taxation Office

Closing Date:Thursday 09 October 2025

Fraud and Criminal Behaviours
Various teams

Job Title	Prosecutions Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$90,596 - $96,042
Future Merit Locations	Adelaide, Box Hill, Brisbane, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_CEG_641_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=9C889123-7DB6-9041-C145-E435E328C89D

Duties

We are seeking highly motivated Prosecutors to join our Fraud and Criminal Behaviours (FCB) business area to appear in court on behalf of the Commissioner.

In FCB, we drive holistic solutions to counter deliberate, systemic or complex behavioural issues that pose the biggest threats to the integrity of the tax and super systems.

Our Prosecutions area plays a vital role in achieving a fair and equitable taxation system, providing security, redress and certainty for taxpayers through the fair, consistent and just application of the rule of law.

We prosecute offences including:

- failure to comply with requirements under taxation law, including failing to lodge income tax and GST returns
- failure to answer questions when attending before the Commissioner
- recklessly making false or misleading statements
- incorrectly keeping records with intention of deceiving or misleading.

As a Prosecutions Officer, in FCB, you will undertake moderately complex prosecution cases and progress them within established case cycle times.

You will play a fundamental role in helping us to meet our commitments to government and maintain community confidence in the integrity of the tax system.

You may be required to review the quality of work undertaken by others within a work group.

These roles may require travel and a current Australian driver’s licence is essential.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=9C889123-7DB6-9041-C145-E435E323C89D

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Treasury

Vacancy VN-0763203

Australian Taxation Office

Closing Date:Thursday 09 October 2025

Fraud and Criminal Behaviours
Various teams

Job Title	Prosecutions Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Box Hill, Brisbane, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_642_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=DD911A18-97A5-F5DD-235A-E435E387B9E4

Duties

We are seeking highly motivated Prosecutors to join our Fraud and Criminal Behaviours (FCB) business area to appear in court on behalf of the Commissioner.

In FCB, we drive holistic solutions to counter deliberate, systemic or complex behavioural issues that pose the biggest threats to the integrity of the tax and super systems.

Our Prosecutions area plays a vital role in achieving a fair and equitable taxation system, providing security, redress and certainty for taxpayers through the fair, consistent and just application of the rule of law.

We prosecute offences including:

- failure to comply with requirements under taxation law, including failing to lodge income tax and GST returns
- failure to answer questions when attending before the Commissioner
- recklessly making false or misleading statements
- incorrectly keeping records with intention of deceiving or misleading.

As a Prosecutions Officer, in FCB, you will prosecute and provide technical support within a small operational team operating within a broader ATO compliance environment. You'll be accountable for making decisions in relation to your prosecution case work and deliver outcomes in accordance with the national prosecution plan.

You will play an important role in shaping the prosecutions direction by establishing strategic partnerships and applying a tactical focus to prosecutions' compliance activities.

These roles may require travel and a current Australian driver's licence is essential.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=DD911A18-97A5-F5DD-235A-E435E387B9E4

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Treasury

Vacancy VN-0763204

Australian Taxation Office

Closing Date:Thursday 09 October 2025

Fraud and Criminal Behaviours
Various teams

Job Title	Prosecutions Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Box Hill, Brisbane, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_643_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=688E7D9E-3B72-33B2-D9EF-E435E3B0B466

Duties

We are seeking highly motivated Prosecutors to join our Fraud and Criminal Behaviours (FCB) business area to appear in court on behalf of the Commissioner.

In FCB, we drive holistic solutions to counter deliberate, systemic or complex behavioural issues that pose the biggest threats to the integrity of the tax and super systems.

Our Prosecutions area plays a vital role in achieving a fair and equitable taxation system, providing security, redress and certainty for taxpayers through the fair, consistent and just application of the rule of law.

We prosecute offences including:

- failure to comply with requirements under taxation law, including failing to lodge income tax and GST returns
- failure to answer questions when attending before the Commissioner
- recklessly making false or misleading statements
- incorrectly keeping records with intention of deceiving or misleading.

As a Prosecutions Manager, in FCB, you will contribute to complex and sensitive projects or work programs that have strategic, political or operational significance.

You will play an important role in shaping the prosecutions direction by establishing strategic partnerships and applying a tactical focus to prosecutions compliance activities.

You may lead one or more teams, managing the performance of employees and ensuring high quality outputs are delivered to support compliance strategies.

These roles may require travel and a current Australian driver’s licence is essential.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEGRecruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=688E7D9E-3B72-33B2-D9EF-E435E3B0B46

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Treasury

Vacancy VN-0763205

Australian Taxation Office

Closing Date:Thursday 09 October 2025

Fraud and Criminal Behaviours
Various teams

Job Title	Principal Prosecutor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Box Hill, Brisbane, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_644_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=2165C9A8-41CE-85C1-64BA-E435E4185C25

Duties

We are seeking dynamic leaders to lead a team of highly motivated Prosecutors in our Fraud and Criminal Behaviours (FCB) business area.

In FCB, we drive holistic solutions to counter deliberate, systemic or complex behavioural issues that pose the biggest threats to the integrity of the tax and super systems.

Our Prosecutions area plays a vital role in achieving a fair and equitable taxation system, providing security, redress and certainty for taxpayers through the fair, consistent and just application of the rule of law.

We prosecute offences including:

- failure to comply with requirements under taxation law, including failing to lodge income tax and GST returns
- failure to answer questions when attending before the Commissioner
- recklessly making false or misleading statements
- incorrectly keeping records with intention of deceiving or misleading.

As a Principal Prosecutor, in FCB, you will contribute to complex and sensitive projects or work programs that have strategic, political or operational significance. You will directly report to the EL1 Assistant Director.

You will play an important role in shaping the prosecutions direction by establishing strategic partnerships and applying a tactical focus to prosecutions compliance activities.

You may lead one or more teams, managing the performance of employees and ensuring high quality outputs are delivered to support compliance strategies.

These roles may require travel and a current Australian driver’s licence is essential.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=2165C9A8-41CE-85C1-64BA-E435E4185C25

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Treasury

Vacancy VN-0763315

Royal Australian Mint

Closing Date:Sunday 12 October 2025

Museum Education and Visitor Services

Job Title	Curator
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$86,716 - $91,809
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 5
Position Number	1445
Agency Website	https://www.ramint.gov.au

Job Description https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a word class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Museum Education and Visitor Services Branch

This position sits within the Museum Education and Visitor Services Branch, whose work aims to build awareness of the Mint and the National Coin Collection among everyday Australians, to educate the community on the importance of currency to our society, and to encourage people to engage with the Mint’s collector coins and the stories they tell.

The Museum Education and Visitor Services Branch oversees the Mint Shop and the Museum, and manages the contract of the Mint Café tenant. These are 7-day operations, open along with the building opening hours - The Royal Australian Mint is open 7 days, and our Museum operating hours are 8:30am to 5:00pm weekdays and 10:00am to 4:00pm weekends and public holidays. MEVS also oversees public programs, with large engagement activities like our ‘Last Coin’ (Dec 31) and ‘First Coin’ (Jan 1) and an annual ‘Family Fun Day’ that for 2026 will be aligned to the upcoming 60th anniversary of Decimal Currency. MEVS is the team responsible for the stewardship of the National Coin Collection, and the Curators and Collections Officer team not only care for and build that collection, but draw from it for the curation of our Museum exhibitions

and digital programs. Works are planned for a new collection storage facility within the Royal Australian Mint footprint to ensure the National Coin Collection is well managed for future generations.

The Royal Australian Mint features a recently upgraded exhibition space detailing the history of the Australian coin-making and currency journey. Our refreshed visitor experience showcases industrial design, Australian social history a Special Exhibition Gallery, as well as the Mint Shop and Café and our visitor-favourite Factory Viewing Gallery. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

About the Role

We are looking for a Curator to join our team in Museum Education and Visitor Services at the Royal Australian Mint.

The Curator works to our Senior Curator in a role that cares for and celebrates the National Coin Collection (NCC), drawing inspiration from that Collection to develop new exhibitions in the Museum, on the Mint website, and public programs.

As planning has commenced for the construction of a purpose-built storage facility within the existing Mint building footprint, our Curator will have a career-defining opportunity to shape the Collection storage methodology and the way it is cared for and stewarded for future generations.

The Curator will develop their own exhibition ideas, from single-showcase to our special exhibition room, and our broader Museum floors; and they will help bring the vision of other colleagues to fruition. Project management experience, creative flair and outstanding attention to detail are important for success in this role, as is a passion for collections, innovation and the provision of world-class museum experiences.

We see our Curators as the knowledge-holders and champions of the Collection, and so there would be an expectation to share your passion and knowledge through the occasional talk, social media piece-to-camera, interview or conference paper.

They will take a particular interest in our Museum’s audio-visual and interactive elements, and as well as keeping our Museum functional, will ensure we’re building a ‘living’ Museum operations manual, and maintaining productive working relationships with our contractors and other service providers.

Because of their strong attention to detail and care for our Collection, their work will have a strong focus on ensuring WHS and risk requirements are met, whilst making sure that staff and Collection safety is valued as they build fun and informative Museum experiences.

Duties

The duties of this position include:

1. Assisting the Senior Curator in the stewardship of the NCC, including providing advice on best practice in collection and conservation, and collection data management; and assisting in project work on the Collection's migration to a new purpose-built facility.
2. Developing and project-managing the delivery of curated exhibition content drawn from our NCC, and other sources; this might include minor updates to objects and content, as well as developing original exhibition ideas.
3. Working closely with the Museum Experience Manager on the oversight and management of the Museum AV, displays and interactives.
4. Building and maintaining strong relationships with Mint staff, and peer cultural institutions and other stakeholders to enhance the Collection and Museum profile and to support the delivery of joint projects.
5. Providing clear and timely communications for projects, developing written collateral content for exhibitions for differing audiences, and participating in communicating our collection and exhibitions.
6. Contributing to the setting of the direction of work priorities and practices, monitoring performance, work flow and identifying training needs for team members.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Requirement

Holds, or has the ability to obtain a current ACT Working with Vulnerable People Card.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint.

Please submit your application by **11:30pm** on **Sunday 12 October 2025**. You will need to upload:

- a current resume
- a two-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Meredith Trinko, 02 6202 3471
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0763338

Royal Australian Mint

Closing Date:Sunday 12 October 2025

Finance

Job Title	Assistant Director, Contracting and Procurement
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$121,066 - $134,960
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	Executive Level 1
Position Number	1431
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

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- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.

About the Team

The Contracts and Procurement Team within the Finance Branch, works closely with the Mint's Legal and Finance teams to support the broader business in delivering a wide range of procurement activities. The team provides professional high-quality procurement and contract management support and advice to all business areas of the Mint to enable them to deliver their respective projects, programs and activities, in line with the Commonwealth Procurement Rules (CPRs), Public Governance, Performance and Accountability Act 2013 (PGPA Act) and related policies and guidance.

About the Role

Reporting to the Chief Finance Officer, as the Assistant Director, Contracts and Procurement you will be required to lead a team to assist a variety of stakeholders across the Mint to achieve their procurement outcomes. You will leverage your sound knowledge of the Commonwealth Procurement Framework to enhance team and Organisational procurement and contracting capability; and strengthen reference material and refine the Mint's library of policies, procedures and guidance material.

You will apply your expertise to deliver key reporting responsibilities including contract notice reporting, Annual Procurement Plan and various other reporting requirements.

Duties

The duties of this position include:

1. Leading and mentoring a small contract and procurement team, fostering a collaborative and inclusive work environment.
2. Working closely with Mint business areas to understand their procurement needs and developing strategies to meet those needs.
3. Collaborating with business areas to create comprehensive market approach documentation, assisting in conducting market research and analysis to identify potential suppliers.
4. Working with cross-functional teams to assist in evaluation, and to coordinate contract negotiation and execution.
5. Coordinating the administrative activities undertaken to support day-to-day contract activities, meeting legislative requirements for records management and audit requirements.

Eligibility

Security clearance
This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint.

Please submit your application by **11:30pm** on **Sunday 12 October 2025**. You will need to upload:

- A current resume
- A one-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Amanda Benn, 02 6202 6964
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0763155

Australian War Memorial

Closing Date:Sunday 05 October 2025

Corporate Services
Corporate Services Information Technology

Job Title	IT Service Desk and Administration Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$66,823 - $81,775
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	This position requires successful applicants to work on site
Classification	APS Level 3;APS Level 4
Position Number	25-114
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Working under limited direction, IT Service Desk and Administrator Support Officers will provide quality IT support to staff at the AWM, both internally and externally.

The IT Service Desk and Admin Support Officer will provide IT Level 1 and 2 Service Desk and technical support, stock control, data entry, reporting, liaison with vendors/suppliers, records management, mail and freight services, asset management and retrieval/rehousing of paper files.

IT support will range from Level 0 (staff self-service) to Level 2 (Service Desk with Infrastructure support) to ensure quality responses to requests logged with the Service Desk. This support will include composing documentation for staff, maintaining a knowledge base, sharing information with team members, learning on the job, using mentor/mentee relationships, attending internal/external training to further your knowledge and sharing that information with your colleagues.

Service Desk staff may be asked to action incoming/outgoing mail processing to ensure this routine task continues. Other ad hoc tasks may be asked to be completed, in the form of paper distribution, administration of teams/SharePoint to enable staff to do their roles as soon as possible, disposal of IT equipment, clean-up of IT areas and other tasks to support AWM staff.

Note: These roles have mandatory working hours of 8.30am to 5pm, each weekday. These roles may also require moves of IT equipment or other heavy items. Staff should ensure to follow required WHS advice on how to safely hold heavy loads.

This position will initially be filled for 12 months, with the possibility of extension and/or permanency.

Duties

APS Level 3:

At this level, the IT Service Desk and Admin Support Officer will assist with general IT tasks including:

- Provide Level 1 and 2 IT Service Desk support to the Memorial, review, clarify and resolve assigned Service Desk issues, escalating where required.
- Provide administrative support to the APS4 IT Service Desk and Administration Support Officer when requested, including IT equipment logging and asset management, mailroom and freight management, goods receipting, and paper file records management.
- Undertake manual handling and movement of a range of items including, but not limited to, mail items, computer equipment, and files.
- Creating and maintaining knowledge base articles, instructional documentation, templates and procedural documentation.
- Other ad hoc tasks to support the broader IT group, as required.

APS Level 4:

At the APS 4 level, the IT Service Desk and Support Officer will undertake the APS3 duties above as well as:

- Provide support to the IT Service Desk Manager as requested, including work around IT equipment logging and asset management, mailroom and freight management, purchase orders, goods receipting, invoices, tracking payments, credit card purchase requests and reconciliation.
- Be an escalation point for Level 1 and 2 IT Service Desk support to the Memorial, review, clarify and resolve assigned service desk issues including support of users on the network, email and telephone accounts and system access; assist in the deployment of the Memorial Standard Operating Environment (SOE) including the rebuilding of workstations and laptops.
- Manage incoming work for the team, prioritizing and ensuring completion of work.
- Review knowledge base articles, instructional documentation, templates and procedural documentation drafted by the Service Desk staff to ensure completeness.
- Co-ordination of key projects suggested to be undertaken by the Service Desk.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Requirements:

- Must hold an Australian driver's licence.
- Ability to obtain and maintain a baseline security clearance

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Steve Galinec, (02) 6263 6695
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0763238

Australian War Memorial

Closing Date:Wednesday 01 October 2025

Corporate Services
Corporate Services Finance

Job Title	Manager, Financial Reporting and Analysis
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$116,859 - $126,287
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 1
Position Number	25-115
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Reporting to the Deputy Chief Finance Officer, the Manager, Financial Reporting and Analysis is a key leadership role within the Finance team, responsible for overseeing the full spectrum of financial accounting at the Memorial. This includes end-to-end management of the annual financial

statements process—from preparation and review through to audit coordination and final sign-off—ensuring compliance with Australian Accounting Standards and Commonwealth financial reporting requirements.

The role offers significant accountability and visibility, making it ideal for a candidate seeking ownership of core financial processes and the opportunity to influence outcomes at an institutional level. The position also leads a small team and works closely with other finance functions to deliver integrated financial operations. With scope to represent the DCFO and CFO in internal and external forums, this role provides a valuable development pathway for professionals aspiring to broader financial leadership.

Duties

- Lead the end-to-end preparation and delivery of the Memorial's annual financial statements, ensuring compliance with Australian Accounting Standards and Commonwealth reporting requirements.
- Coordinate all aspects of the annual external audit, acting as the primary liaison with internal and external auditors to ensure a smooth and timely audit process.
- Oversee monthly and annual financial reporting to the Department of Finance and provide high-quality financial analysis and reporting to senior management and Council.
- Manage and support a small team, fostering a collaborative, high-performing culture and contributing to the broader leadership of the Finance section.
- Provide oversight of the Financial Operations team, including responsibility for cash management, accounts payable/receivable, and payroll functions.
- Manage the Memorial's banking arrangements and ensure effective cash flow management, liquidity monitoring, and compliance with banking requirements.
- Collaborate closely with other finance functions—including budgeting, procurement, and financial systems—to ensure integrated and efficient financial operations.
- Oversee the Memorial's asset management and capitalisation processes, including asset valuation and reporting.
- Develop and maintain financial accounting policies and procedures and prepare high-level reports to support compliance and strategic decision-making.
- Identify and lead opportunities for continuous improvement in financial processes, systems, and reporting practices.
- Represent the DCFO/CFO as required in internal and external forums.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

- CA or CPA Qualified
- Ability to Obtain and Maintain a Baseline Security Clearnce

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

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The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Aiden Kim-Hirata, (02) 6263 6675
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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

Parliamentary Department

Vacancy VN-0761754

Department of Parliamentary Services

Closing Date:Wednesday 08 October 2025

Parliamentary Library
Office of the Parliamentary Librarian

Job Title	Library Chief of Staff
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	Executive Level 2
Position Number	33055
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Parliamentary Library, Department of Parliamentary Services (DPS) is recruiting for a Chief of Staff, within the Office of the Parliamentary Librarian.

The Chief of Staff reports directly to the Parliamentary Librarian and is responsible for providing high quality, stakeholder focused, responsive, integrated, and accountable services to the Library and the Parliament. They will be required to provide high quality strategic and technical advice to the Parliamentary Librarian, members of Library's SES team and other internal and external stakeholders.

The Parliamentary Librarian is required by the Parliamentary Service Act 1999 to, among other things:

'… provide high quality information, analysis and advice to Senators and Members of the House of Representatives in support of their parliamentary and representational roles.'

The Act requires the Parliamentary Librarian to perform this function:

- In a timely, impartial and confidential manner; and
- Maintaining the highest standards of scholarship and integrity; and
- On the basis of equality of access for all Senators, Members of the House of Representatives, parliamentary committees and staff acting on behalf of Senators, Members or parliamentary committees; and
- Having regard to the independence of Parliament from the Executive Government of the Commonwealth.

The ideal candidate will have experience in leading the strategic and operational management of organisations. The candidate should have a track record in leading teams, drive a high-performance culture, engage and motivate staff, and ensure the team is set up for success as we implement cultural and strategic renewal. Key personal attributes for success are strong personal accountability, an ability to manage complex stakeholder relationships, being agile and adaptable, and ability to deal with ambiguity and change.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

• The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

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

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Steven Fox, 02 6277 7102
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762697

Bureau of Meteorology

Closing Date:Sunday 05 October 2025

Data and Digital
Data

Job Title	Data Governance Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Darwin NT, Melbourne VIC, Adelaide SA, Perth WA, Canberra ACT, Hobart TAS, Brisbane QLD
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60011502
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

Duties

Are you passionate about data governance and ready to make a national impact?

The Bureau of Meteorology is moving into a new phase of data management and is seeking a skilled and experienced data governance professional to help manage and protect some of Australia’s most critical and enduring data assets—spanning back to the 1800s.

This role will assist the organisation to unlock the value of our vast environmental datasets by making them more accessible, discoverable and trusted.

While the successful candidate for this position will bring a strong focus on compliance and stakeholder engagement, we are also establishing a merit pool to support future recruitment into our Data Governance team. This pool may be used to fill upcoming specialist roles, including opportunities centred on the development of enterprise-wide policies and standards. If you're someone who enjoys turning complexity into clarity and driving impact and value, these roles offer an opportunity to make a lasting impact.

At the Bureau, you'll enjoy meaningful work that benefits all Australians, a collaborative and inclusive culture, and the opportunity to help protect and leverage critical environmental data assets for generations to come.

We value diversity and welcome applications from all backgrounds and experiences. Flexible work arrangements and reasonable adjustments are available to support all applicants.

Eligibility

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

- providing advice on compliance to relevant legislation and policy
- supporting the Chief Data Officer (CDO) to deliver an, enterprise-wide, data compliance function
- providing oversight of, and where appropriate, implementation (including doing, advising and coordinating) of data integration and ETL practices to promote interoperability and data sharing from a Data Governance perspective.
- providing oversight of, and where appropriate, implementation of master data, metadata and reference data standards
- providing advice to projects on good data management practices.
- identification of risks and opportunities to improve data management practices across the enterprise.
- comply with all Bureau work, health and safety and environment policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Diversity and Inclusion policies.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Simon Cropper, Data Advisory Lead, simon.cropper@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763146

Bureau of Meteorology

Closing Date:Wednesday 08 October 2025

Data & Digital
Application Services

Job Title	Applications Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60000907
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

About the Bureau

We are Australia's weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day.

Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia's atmosphere, water, oceans and space environments.

The Bureau operates under the authority of the Meteorology Act 1955 and the Water Act 2007. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Space Weather IT Operations team within the Application Operational Services section is accountable for providing 24x7 critical ongoing support and preventative maintenance for applications supporting Space Weather products and services. We aim to deliver an exceptional customer experience for our colleagues and customers by providing specialised expertise and support.

The occupant of this position will join a team of experienced IT professionals responsible for development, configuration, deployment and support of a diverse range of applications supporting the Australian Space Weather Forecast Centre and space weather customers. The successful applicant will have demonstrated experience in supporting applications in a Linux/Unix-like environment. Highly desirable skills include web application development and support, PHP, Apache, Javascript and APIs as well as knowledge of Amazon Web Services. A basic understanding of testing methodologies and dev ops practices will also be highly regarded.

Excellent technical analysis, problem solving, communication and teamwork skills are required, as well as flexibility and a willingness to learn new technologies. The occupant will be involved with interactions with application and system vendors as well as other technical teams and forecasting experts across the Bureau.

Duties

1. Maintenance of Space Weather applications within established standards and agreed SLAs / timelines
2. Investigation and resolution of incidents and problems within agreed SLAs
3. Undertake applications development to support operations and project activities
4. Testing, packaging and deployment of configuration and software changes
5. Developing and maintaining system documentation, including user documentation and standard operating procedures for support
6. Ensuring adherence to Technology Policies and Procedures, including Incident, Problem and Change Management
7. Continuous Improvement of systems, standards and processes for best practice
8. Planning and prioritising tasks effectively to meet support SLAs and agreed timelines
9. Liaising effectively with colleagues, management, internal customers and stakeholders to achieve role outcomes
10. Other duties as required
11. Participation in an out of hours on call support roster
12. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship
- Available for after-hours roster restriction
- Successful candidates may be required to obtain, and maintain, a Neg Vet 1 security clearance from the Australian Government Security Vetting Agency.

Notes

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

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observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Colin Yuile, colin.yuile@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763153

Bureau of Meteorology

Closing Date:Monday 06 October 2025

Data and Digital
Service & Infrastructure Management

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019373
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The Bureau’s Data and Digital group (DDG) is responsible for the ICT systems the Bureau relies on to provide trusted, reliable and responsive weather, water, climate, ocean and space weather services for Australia – all day, every day.

The Service and Infrastructure Management program (SIM) is responsible for Service Management, Service Operations, Infrastructure, Networks, High Performance Computing, End User Services, and Service Delivery. The program manages a significant portion of the Bureau's budget and has a vital role in ensuring the ongoing stability and operations of all IT assets essential for the delivery of Bureau capability.

We are seeking a suitably qualified person to carry out the duties of the Business Manager for the SIM program. As the successful candidate you will work closely with the SIM leadership team helping drive quality, communication, and assurance across the team. You will possess strong organisational and communication skills. You will govern, manage and assist a range of functions across the program including procurement & contract management, recruitment, and communication.

You will be able to multitask and display a high level of accuracy, attention to detail and initiative. You are a team player who builds and maintains productive relationships across a range of stakeholders. The successful candidate will be required to manage the support and development activities aligned to the approved Policy, Process and Procedures to ensure management of risk. This position also requires the ability to liaise between many different levels of the organisation across varied technical and non-technical domains.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and a ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

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

1. Partnering with the DDG's business partners within the Enterprise Services Group and working closely with the SIM leadership team to provide end to end support, coordination and facilitation across various functions including reporting, budgeting, financial analysis, procurement, recruitment, contract management and other business development activities as required.

2. Providing high-level support to the SIM Leadership Team as a priority, including assisting in the preparation of briefs and reporting on the Program's activities with a focus on measuring key performance indicators, risk management and governance.

3. Planning, coordinating and supporting strategic activities with the DDG's internal and external stakeholders where required.

4. Actively supporting the implementation and application of Bureau policies, processes, procedures and frameworks across the Program.

5. Bringing a continuous improvement mindset to the Program's operations including investigating and identifying best practices approaches and offering strategic recommendations to support Program activities.

6. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Eligibility

At commencement, the candidate must be eligible to obtain and maintain Baseline Security Clearance, required for this position.

To be eligible to obtain a Security Clearance, candidates are required to meet certain pre-screening requirements, including the requirement that the candidate provide evidence of Australian citizenship. Further information can be obtained from: Security clearances | Sectors | Defence

Qualifications and experience

• A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications or experience, which are appropriate to the duties.

• Experience in preparing and analysing financial, budgets, procurement and recruitment submissions

• Experienced in stakeholder management involving communications to business SMEs, colleagues and technical teams.

Notes

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

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To Apply

Position Contact	Michael Webb, 0409 533 511
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763217

Bureau of Meteorology

Closing Date:Sunday 05 October 2025

Science and Innovation Group
Research Program

Job Title	Software Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60017138
Agency Website	

Job Description

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

The Research Program of the Bureau of Meteorology is seeking an advanced software engineer to be a key member of a diverse team to develop innovative applications for customers.

The Customer Applications team in the Research Program provides capability to projects that deliver customised products and systems for customers across many sectors, including Energy and Resources, Aviation, Land and Maritime Transport, and Agriculture and Water. This position will work with scientists across the Research Program and contribute to or lead the development of software applications to deliver solutions that meet customers' needs. Recent projects of the type this role will contribute to include forecasting of fog and volcanic ash, customised forecasts of wind and hazardous weather, and renewable energy relevant forecasts to support the energy transition in Australia and internationally.

This role will contribute to multiple and diverse projects, sometimes concurrently, so flexibility and demonstrated project experience are required. Core competencies include excellent software engineering ability, experience in developing complex scientific or engineering applications suitable for operational use, and experience in applying computational algorithms to large data volumes. Statistical analysis and machine learning knowledge and experience, including direct development of complex algorithms, would be an advantage. The role will also benefit from data engineering experience. Some background in mathematics, statistics or physical sciences is highly desirable. Experience and interest in scientific or engineering research and systems development is desirable.

This is a rare opportunity to work on meaningful scientific software applications in a research environment with a commitment to innovation and quality and direct benefits to customers.

Duties

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

• Lead and/or contribute to the development of scientific products and systems, using modern software engineering tools and cutting-edge data science techniques, including automated testing

• Monitor and/or modify as appropriate, existing software to either incorporate changes due to variations in procedures or scientific techniques, or to improve its efficiency and/or effectiveness.

• Contribute to the development of innovative solutions to meet customer requirements, report and present regularly on progress to customer engagement teams

• Prepare technical documentation, scientific papers for publication in journals, Bureau research reports, and present at conferences

• Work effectively across multiple teams, and cultivate and maintain effective working relationships with project and programme managers, senior staff, and fellow project and team members

• Influence team strategic directions and contribute to the overall effectiveness and culture of the Customer Applications Team

• Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

• Ensure compliance with APS values, security clearance requirements, and WHS policies, maintaining a high standard of professional conduct and accountability.

Eligibility

Qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

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To Apply

Position Contact	Brad Murphy, Brad.Murphy@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763245

Bureau of Meteorology

Closing Date:Wednesday 08 October 2025

Data & Digital
Observing Systems & Operations

Job Title	Field Services Technician – Radar and RF systems
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$84,228 - $91,809
Future Merit Locations	Brisbane
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60014395 and 60014398
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

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Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses, and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe, and inclusive environment for everyone.
- experience our commitment to learning, growth, training, and clear career pathways. You'll receive competitive salary and benefits.

Position overview

We are seeking two enthusiastic and qualified Electronics, Electrical or Instrumentation Technician or Engineer, ideally with previous field experience. All our technicians are trained across multiple instrumentation networks; however, an immediate focus is to build additional capability to support our RF and radar operational infrastructure.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Brisbane Observing Operations Hub are part of eight Bureau of Meteorology's premier technical Operations centres.

Staff based at the Brisbane Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats, and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (Sounding Balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry, and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety, and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

- Maintenance & Operations: Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
- Asset and Service Management: Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

- Documentation & Record Keeping: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores, and stock control.
- Travel & Incident Response: Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
- Supervision: Mentor, manage, supervise, and develop junior staff.
- Data Quality: Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
- Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- Quality Management: Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- Other Relevant Duties: Undertake other relevant Hub, station, field, and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
- Compliance: Comply with all relevant legislation, policies, procedures, and guidance in the course of your work.
- Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- WHSE: Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors, and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship
- A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Notes

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

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To Apply

Position Contact	Sally Wintour, 07 3811 7291
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763258

Bureau of Meteorology

Closing Date:Wednesday 08 October 2025

Job Title	Communications Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - VIC, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60019366
Agency Website	

Job Description

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

The Australian Climate Service seeks a skilled Communications Officer to assist with coordination and delivery of internal and external communications activities for the Australian Climate Service.

Reporting to the Communications Lead, the Communications Officer will support the development of communication plans and strategies, draft content for a range of channels, assist with website maintenance, support internal and external communications activities, and assist with communication administrative tasks as needed.

Duties

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

1. Communications Support: Assist in the coordination and implementation of internal and external communications activities. This may include drafting announcements, creating newsletters, social media and/or intranet content, and supporting the organisation of events and engagement activities.

2. Content Creation: Assist in the development of content for various communications channels, such as technical reports, website, presentations, social media, newsletters, factsheets, and other communications material. This includes the writing, editing and proofreading content to ensure that it aligns with the ACS' brand guidelines and communications strategy.

3. Branding and Visual Support: Assist in maintaining consistent branding across communications material, which may include creating and updating templates, ensuring brand guidelines are followed, and supporting the development of visual assets for the ACS.

4. Commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

5. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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To Apply

Position Contact	Amy Walsh, Amy.walsh@acs.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763278

Bureau of Meteorology

Closing Date:Wednesday 08 October 2025

Australian Climate Services

Job Title	Graphic Design and Digital Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$94,563 - $105,910
Future Merit Locations	Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019365
Agency Website	

Job Description

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

The Australian Climate Service is seeking a Graphic Design and Digital Coordinator.

Reporting to the Communications Lead, this position will support the work of the Communications Program, making climate and risk information accessible and understandable for the service's key users and other stakeholders.

The Graphic Design and Digital Coordinator will produce high quality and engaging design products and materials (both printed and digital) from what is often highly complex information, such as data, maps, climate risk insights and intelligence.

While the primary function will be graphic design, support for the ACS' digital channels, including the website, will at times be required. Flexibility and agility will be highly valued in this role.

The environment you work within is very supportive and enables you to grow and learn and to make the role your own.

Duties

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

1. Provide strategic advice and support: Provide advice and support to strengthen ACS' brand design elements. Develop products to support an uplift to the brand suite, including templates, letterheads, digital assets, colour palette, maps, imagery and logos.

2. Design and develop engaging material and visualisations: work with subject matter experts and Communications staff to develop material for ACS reports, brochures, factsheets, placemats, social media tiles, and infographics. Basic animation skills would be helpful.

3. Translate complex scientific concepts and findings: work with subject matter experts and Communications staff to visualise and translate information into clear and understandable content.

4. Provide design expertise: Bring a strong proficiency with design tools to the ACS to provide advice and support to ACS communications including InDesign, Adobe and Microsoft design and editing suites and Canva. Capabilities in ESRI (Story Maps and content management) would be helpful but not essential.

5. Manage the ACS' design portal: Work with the ACS Channel Manager to manage an inhouse design Portal via SharePoint, ensuring that all relevant ACS design files are accessible, organised, shared and securely stored in accordance with the Bureau's data, document and record management policies and procedures.

6. Commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

7. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Amy Walsh, Amy.walsh@acs.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763283

Bureau of Meteorology

Closing Date:Wednesday 08 October 2025

Australian Climate Service

Job Title	Communications Channel Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$115,443 - $125,832
Future Merit Locations	Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019364
Agency Website	

Job Description

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

The Australian Climate Service seeks an experienced Channel Manager who has a track record for delivering results in a dynamic and innovative environment.

Reporting to the Manager of Communications in the Australian Climate Service, the Channel Manager will provide strategic direction and advice on existing ACS communication channels, provide strategic advice on future channels in line with organisational strategies and manage and maintain ACS communication channels.

Duties

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

1. Strategic Planning and Channel Development: Lead the identification of best solutions for existing and future channels, including the Australian Climate Service website, newsletter platforms (both internal and external newsletters), a webinar platform and others.

2. Foundational processes and procedures: In close collaboration with the ACS Product Manager, lead the development, approval and implementation of processes and procedures for all ACS channels.

3. Channel management: In close collaboration with the Product Manager and ACS Program managers, act as the main point of contact to provide operational oversight of ACS channels,

managing release timeframes, content coordination, brand implementation, and other supporting activities.

4. Evaluation and Reporting: Monitor and evaluate the effectiveness of ACS channels, using metrics and feedback mechanisms to report on, and improve the implementation of the ACS Channel Strategy.

5. Commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

6. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

Tertiary qualification in communications, or related business degree, from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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To Apply

Position Contact	Amy Walsh, Amy.walsh@acs.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763292

Bureau of Meteorology

Closing Date:Wednesday 08 October 2025

Australian Climate Service

Job Title	Project Manager – Australian Climate Service
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$135,402 - $152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60019377
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

The ACS is seeking the services of an experienced Project Manager with the required knowledge, skills and capabilities to oversee the planning, development and delivery of the ICT Platform within the Australian Climate Service.

The successful candidate will be skilled in delivering projects in a complex and dynamic environment with a focus on overseeing the ICT Platforms. The role reports to the Program Manager, PO (Information Enablement).

Duties

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

1. Report to the ACS Program Manager leading Information Enablement

2. Project Planning and Execution:

- Develop and implement project plans, including timelines, deliverables, and resource allocation.
- Coordinate and oversee the activities of interdisciplinary teams involved in development and delivery of products/outputs via the ACS Portals and Platform
- Monitor project progress, identify potential issues, and take corrective actions to ensure timely completion.

3. Stakeholder Engagement:

- Facilitate stakeholder consultations, workshops, and meetings to gather input and ensure their involvement throughout project development and delivery stages.
- Address stakeholder concerns, manage expectations, and foster collaboration among diverse groups of IT technical and climate science and analysis leads.

4. Budget and Resource Management:

- Develop and manage project budgets, ensuring efficient allocation and utilisation of resources.
- Monitor project expenses, track financial performance and prepare regular budget updates.

5. Risk Management:

- Identify potential risks and develop risk management strategies to mitigate project-related challenges.
- Proactively assess and address issues related to technical un-certainties and key dependencies.
- Implement contingency plans and adapt project strategies as needed to minimise risks.

6. Reporting and Communication:

- Prepare regular progress reports, status updates, and project documentation for internal ACS stakeholders, Program Management Office and management levels.

7. Commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

8. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

The successful candidate will be required to hold or to obtain and maintain a Baseline security clearance.

Notes

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

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To Apply

Position Contact	Lovejoy Monis , Manager, Project Management Office, lovejoy.monis@acs.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763140

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

Closing Date:Sunday 12 October 2025

Parks Australia
Science & Australian National Botanic Gardens Living Collections & Assets

Job Title	Senior Horticulturist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$77,728 - $84,619
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 4
Position Number	2025/2540
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=7118BF61-014B-059A-1EEE-E4356C3FA40A

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia

- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation.

The Australian National Botanic Gardens (ANBG) in Canberra is a leading institution for the conservation, study, and display of Australian native flora.

Duties

We are seeking an experienced and motivated senior horticulturist to join the Living Collections team. The successful candidate will contribute to the strategic management of horticultural assets and support the ANBG's conservation, education, and visitor engagement objectives. Under limited supervision the position will support horticulture and landscape management across the ANBG site including:

- Undertaking complex horticultural duties related to the ANBG Living Collections and horticultural displays in accordance with accepted horticultural practices and procedures, including the recognition of weeds, pests and diseases and appropriate control methods, along with tree works, vehicle, irrigation, lawn and any other living collections management functions.
- Manage and maintain a defined area of the Gardens landscape and living collections on a rotating basis and contribute as necessary to maintenance activities broadly across the Gardens site, ensuring plant health, high-quality presentation, safety and accurate labelling.
- Providing technical guidance and mentoring to horticulture staff, trainees, and volunteers and coordinate with other horticulture staff.
- Undertaking and ensuring the safe use and regular maintenance of plant and equipment in accordance with ANBG practices and procedures.
- Undertaking and ensuring the safe use of chemicals and fertilisers in accordance with ANBG practices and procedures.
- Apply Australian National Botanic Gardens WHS policies. Conduct hazard and risk assessments as needed.
- Contributing information to the horticultural record system and section and area planning managed by the Horticulture Supervisor.
- Collaborate with internal teams, researchers, and external stakeholders to support conservation and broader land management outcomes, and provide information relating to the ANBG to members of the public

Eligibility

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a

National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

To Apply

Position Contact	Craig Cosgrove, 0407 292 628
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=7118BF61-014B-059A-1EEE-E43560

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763142

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

Closing Date:Sunday 12 October 2025

Parks Australia
Science & Australian National Botanic Gardens Living Collections and Assets

Job Title	Horticulture Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2025/2552
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=4B07EC3E-DB17-6988-F217-E4356C47342C

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia

- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation

The Australian National Botanic Gardens (ANBG) is a leading institution for the conservation, study, and display of Australian native flora.

Duties

We are seeking an experienced and motivated horticulture manager to lead the Living Collections section at the ANBG. This role involves managing a large team of horticulture and tree maintenance staff to deliver a world class Botanic Garden through best-practice horticulture, landscape maintenance and development. The position will include managing budgets and resources and contributes to the strategic management of the living collections, as well as supporting the ANBG's conservation, education, and visitor engagement goals. Under limited supervision and in collaboration with the Assistant Director of Living Collections & Assets, the Horticulture Manager will:

- Lead and manage a team 15-20 horticulture staff and contractors in maintenance and development programs for the Living Collections Section of the ANBG.
- Provide expert advice and apply knowledge in areas such as pest and disease control, weed management, plant nutrition, irrigation systems, collections management, tree care, turf management and the use of horticultural and landscape machinery.
- Oversee team operations and communication, including operational section planning, performance management, and change management.
- Coordinate staff training and professional development.
- Collaborate with other functional units and contribute to the development and implementation of integrated ANBG programs in conservation, education, interpretation, research and infrastructure.
- Participate and contribute to ANBG WHS and emergency management activities, and capital works programs. This includes coordinating and conducting hazard and risk assessments, including for trees and working to deliver capital works programs.
- Perform other duties as required.

Eligibility

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

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

Notes

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

To Apply

Position Contact	Craig Cosgrove, 0407 292 628
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=4B07EC3E-DB17-6988-F217-E4356(

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763179

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

Closing Date:Sunday 19 October 2025

Parks Australia
Several Booderee National Park

Job Title	Horticulture Ranger
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	$77,728 - $84,619
Future Merit Locations	Jervis Bay
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2025/2082
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=55826B96-9220-3952-3348-E41E9DF99395

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. In addition to ongoing management of the park's natural and cultural heritage, this branch also looks after Parks Australia's corporate services from the office in Canberra including, Finance, Human Resources, Information Technology, Legal and Customer Experience and Destination Planning. Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. This branch also manages a rich and fascinating range of island ecosystems and habitats, including oceanic Pulu Keeling, Norfolk and Christmas Island National Parks.

The Conservation and Country Section manage the living heritage of Booderee. Part of which is the Booderee Botanic Gardens. These Gardens manage a scientific collection of local native plants embedded within the National Park.

Duties

- Provide leadership in horticultural management including propagation, cultivation, pest and disease control.
- Support the Gardens Supervisor with volunteer and student supervision.
- Assist with the development and implementation of weekly works programs, nursery, irrigation & machinery management.
- Record keeping and data collection using scientific databases.
- Assist with the ecological management of the Gardens.
- Work on a roster that includes general ranger duties.

Eligibility

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

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

Notes

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

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

To Apply

Position Contact	Julie Percival, N/a
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=55826B96-9220-3952-3348-E41E9D

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

Employment and Workplace Relations

Vacancy VN-0763107

Comcare

Closing Date:Monday 06 October 2025

Legal
Regulatory Legal

Job Title	Senior Legal Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$127,371 - $153,351
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area.
Classification	Executive Level 1
Position Number	00323
Agency Website	

Job Description

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

The Regulatory Legal team provides advice and support to Comcare's regulatory activities, including investigations under the *Work Health and Safety Act 2011* (WHS Act) and criminal prosecutions for alleged offences against the WHS Act. The team supports the Regulatory Operations Group by:

- Providing advice and guidance on evidence gathering, the issuing of statutory notices and investigation procedures (investigations)
- Reviewing and advising on briefs of evidence (prosecutions)
- Working closely with the Commonwealth Director of Public Prosecutions and the informant when a prosecution is commenced
- Facilitating continuous improvement projects and identifying trends and capability opportunities for inspectors

As a Senior Legal Adviser, you will work under limited supervision and be responsible for providing legal support to investigations, inspections and other regulatory activities conducted under the WHS Act and assisting with the conduct of prosecutions commenced under that Act. The Senior Legal Adviser is also responsible for providing mentoring, support and supervision to more junior members of the team. The Senior Legal Adviser will manage their own workload in a manner consistent with the APS Values and Code of Conduct, the *Legal Services Directions 2017*, and internal Comcare procedures.

Duties

In this role your key responsibilities will include, but are not limited to, the following:

- Managing a case load and providing client-focused legal advice and support, including supervising team members on complex legal matters regarding work health and safety law, evidence law, and criminal procedure matters related to WHS Act investigations and prosecutions
- Developing and maintaining internal and external relationships that manage risk for Comcare
- Drafting reports and/or briefs to Comcare's Senior Executive, updating Legal Group reporting documents, contributing to business planning, and formulating recommendations on legal and policy issues
- Promoting workplace safety, equity and diversity and environment practices in the workplace

Qualifications and experience

Mandatory:

- Undergraduate degree in law
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (five years or more post admission experience is desirable)
- Current Practising Certificate or ability to obtain one within three months

Highly Desirable:

- Experience in providing investigation support and conducting prosecutions in a criminal law or regulatory environment will be highly regarded

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline security clearance.

Notes

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

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About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0763233

Comcare

Closing Date:Tuesday 07 October 2025

Legal
Legal Practice Management

Job Title	Legal Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$79,552 - $87,004
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 4
Position Number	01720
Agency Website	

Job Description

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

The Legal Practice Management team within the Legal Group provides practice management services and supports the Legal Group in the delivery of quality legal services with a focus on continuous improvement.

The team develops and implements governance frameworks, monitors risk, generates and coordinates input to reports and briefs to support Comcare in meetings its internal and external reporting obligations.

The team are responsible for engaging external Legal Service Providers (LSP), on behalf of Comcare and the team supports the Director – Legal Practice Management to allocate advice, Tribunal and Court matters and monitor LSP performance.

Duties

The Legal Support Officer works within the Legal Practice Management team to provide high-level administrative support services to the Legal Group, other Comcare Groups and external stakeholders.

The Legal Support Officer will be responsible for exercising judgement, discretion, and confidentiality in the management of sensitive information.

This occupant of this role will need to be flexible, resilient and adaptable to enable them to manage changing priorities in high volume work environments.

A collaborative and empathetic approach is required to support productive and constructive relationships internally and externally.

Primary responsibilities:

- Provide administrative support to the Legal Group, other Comcare Groups and external stakeholders.
- Assist with the preparing and compiling Tribunal and Court documents.
- Prepare correspondence and process Tribunal and Court notices, outcomes and related documentation.
- Undertake a range of administrative tasks, such as:
    - mailbox and diary management
    - filing and records management
    - booking travel and accommodation
    - processing legal invoices; and
    - general office support.
- Support implementation of Legal frameworks and strategies.

Experience

Mandatory:

- Demonstrated experience in administrative and coordination support roles.

Desirable:

- Experience in a Legal environment and an understanding of Tribunal and Court processes is desirable but not mandatory.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300 366 979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0763033

Department of Employment and Workplace Relations (DEWR)

Closing Date:Friday 03 October 2025

Pacific Labour Operations Division
Various Various

Job Title	Pacific Labour Operations Division -APS4 (Various Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Bendigo VIC, Newcastle NSW, Townsville QLD
Salary	$82,039 - $87,737
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney, Bendigo, Newcastle, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	APS Level 4
Position Number	25/1168
Agency Website	https://www.dewr.gov.au/

Job Description

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

Pacific Labour Operations Division Overview

The Pacific Labour Operations Division is responsible for managing and implementing the PALM scheme which has two key objectives:

- To contribute to the economic development of nine Pacific Island countries (Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) and Timor-Leste; and
- To assist Australian employers to meet labour needs in rural and regional Australia, subject to local labour market testing to enable Australian job seekers first opportunity for the job.

The department manages the PALM scheme domestic operations, in collaboration with the Department of Foreign Affairs and Trade (DFAT), Department of Home Affairs and the Fair Work Ombudsman.

The Division operates in a fast paced, dynamic environment with a requirement for ongoing stakeholder engagement.

Information about the PALM scheme is available at: https://www.palmscheme.gov.au.

The Role

The Pacific Labour Operations Division is seeking motivated individuals who demonstrate foundational skills, a commitment to learning and development and who are experienced in providing operational oversight, quality and assurance and stakeholder engagement at the APS 4 level.

Roles may include but are not limited to:

- Relationship/Contract management
- Program and operations policy
- Communications and stakeholder engagement
- Assurance and compliance
- PALM worker support
- Evaluation and research
- Data Management
- Program and project management
- Governance, risk, information management
- Capability development and business improvement

We encourage people from all locations across Australia to apply for these vacancies.

Some roles may require performing duties outside core work hours on a regular or ad-hoc basis.

Please note: A merit pool will be established through this recruitment process. This pool will provide a valuable resource for filling vacancies within the **Pacific Labour Operations Division** over the next 12 months. During this time, the pool may be retained for internal use and may not be released to external agencies, ensuring opportunities remain aligned with the Division's workforce needs.

Duties

Responsibilities of the APS Level 4 may include:

- Working within a team environment to effectively deliver on work outcomes.
- Displaying sound organisation skills to manage competing priorities in a dynamic and reactive environment,
- Working in a range of cultural environments to communicate sensitively and effectively with people of diverse backgrounds (e.g. the ability to communicate with nationals from PALM participating countries would be desirable),
- Liaising with employers, workers, and other stakeholders and responding to both verbal and written enquiries, received via customer call lines and/or mailboxes.
- Supporting research and analysis on routine matters,
- Adhering to established procedures, processes, and internal controls,
- Providing administrative support within a team environment.

Eligibility

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

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

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

Notes

Qualifications and education

A range of qualifications and experience is being sought to fill certain roles. Please ensure that all qualifications are clearly stated in your application form and specific experience is outlined in your response to the selection criteria.

Essential in the following teams

- Worker support - Qualifications (or demonstrated relevant experience) in social work, human services, psychology, community development, or a similar field
- Data Management- Tertiary degree or equivalent work experience in quantitative fields such as statistics, economics, maths, data science, and data analytics.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Christine Drane, (02) 62402681
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0763040

Department of Employment and Workplace Relations (DEWR)

Closing Date:Friday 03 October 2025

Pacific Labour Operations Division
Various Various

Job Title	Pacific Labour Operations Division -APS5 (Various Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Bendigo VIC, Newcastle NSW, Townsville QLD
Salary	$90,580 - $96,839
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney, Bendigo, Newcastle, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	APS Level 5
Position Number	25/1169
Agency Website	https://www.dewr.gov.au/

Job Description

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

Pacific Labour Operations Division Overview

The Pacific Labour Operations Division is responsible for managing and implementing the PALM scheme which has two key objectives:

- To contribute to the economic development of nine Pacific Island countries (Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) and Timor-Leste; and
- To assist Australian employers to meet labour needs in rural and regional Australia, subject to local labour market testing to enable Australian job seekers first opportunity for the job.

The department manages the PALM scheme domestic operations, in collaboration with the Department of Foreign Affairs and Trade (DFAT), Department of Home Affairs and the Fair Work Ombudsman.

The Division operates in a fast paced, dynamic environment with a requirement for ongoing stakeholder engagement.

Information about the PALM scheme is available at: https://www.palmscheme.gov.au.

The Role

The Pacific Labour Operations Division is seeking motivated individuals who demonstrate foundational skills, a commitment to learning and development and who are experienced in providing operational oversight, quality and assurance and stakeholder engagement at the APS 5 level.

Roles may include but are not limited to:

- Relationship/Contract management
- Program and operations policy
- Communications and stakeholder engagement
- Assurance and compliance
- PALM worker support
- Evaluation and research
- Data Management
- Program and project management
- Governance, risk, information management
- Capability development and business improvement

We encourage people from all locations across Australia to apply for these vacancies. Some roles may require performing duties outside core work hours on a regular or ad-hoc basis.

Please note: A merit pool will be established through this recruitment process. This pool will provide a valuable resource for filling vacancies within the **Pacific Labour Operations Division** over the next 12 months. During this time, the pool may be retained for internal use and may not be released to external agencies, ensuring opportunities remain aligned with the Division’s workforce needs.

Duties

Responsibilities of the APS Level 5 may include:

- Working within a team environment to effectively deliver on work outcomes.
- Managing competing priorities and in a dynamic and reactive environment.

- Working in a range of cultural environments to communicate sensitively and effectively with people of diverse backgrounds (e.g. the ability to communicate with nationals from PALM participating countries would be desirable).
- Contributing to the development of policy and program submissions, briefs and reports and ability to provide advice on PALM scheme issues.
- Liaising with employers, workers, and other stakeholders and responding to enquiries to ensure positive outcomes.
- Performing independent research and analysis and effectively document decisions on routine matters.
- Establishing, managing, and documenting procedures, processes, and internal controls, and assisting in the strategic planning of the team.
- Developing and maintaining internal and external stakeholder relationships and identify opportunities for information sharing and joint operations.

Eligibility

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

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

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

Notes

Qualifications and Education

A range of qualifications and experience is being sought to fill certain roles. Please ensure that all qualifications are clearly stated in your application form and specific experience outlined in your response to the selection criteria.

Essential in the following teams

- Worker support - Qualifications (or demonstrated relevant experience) in social work, human services, psychology, community development, or a similar field.
- Data Management- Tertiary degree (or equivalent work experience) in quantitative fields such as statistics, economics, maths, data science, and data analytics.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Christine Drane, (02) 62402681
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0763086

Department of Employment and Workplace Relations (DEWR)

Closing Date:Friday 03 October 2025

Pacific Labour Operations Division
Various Various

Job Title	Pacific Labour Operations Division- APS6 (Various Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Bendigo VIC, Newcastle NSW, Townsville QLD
Salary	$101,833 - $111,979
Future Merit Locations	Sydney, Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Bendigo, Newcastle, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	25/1170
Agency Website	https://www.dewr.gov.au/

Job Description

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

Pacific Labour Operations Division Overview

The Pacific Labour Operations Division is responsible for managing and implementing the PALM scheme which has two key objectives:

- To contribute to the economic development of nine Pacific Island countries (Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) and Timor-Leste; and
- To assist Australian employers to meet labour needs in rural and regional Australia, subject to local labour market testing to enable Australian job seekers first opportunity for the job.

The department manages the PALM scheme domestic operations, in collaboration with the Department of Foreign Affairs and Trade (DFAT), Department of Home Affairs and the Fair Work Ombudsman.

The Role

The Division operates in a fast paced, dynamic environment with a requirement for ongoing stakeholder engagement.

Information about the PALM scheme is available at: https://www.palmscheme.gov.au.

The Pacific Labour Operations Division is seeking motivated individuals who demonstrate foundational skills, a commitment to learning and development and who are experienced in providing operational oversight, quality and assurance and stakeholder engagement at the APS 6 level.

Roles may include but are not limited to:

- Relationship/Contract management
- Program and operations policy
- Communications and stakeholder engagement
- Assurance and compliance
- PALM worker support
- Evaluation and research
- Data Management
- Program and project management
- Governance, risk, information management
- Capability development and business improvement

We encourage people from all locations across Australia to apply for these vacancies.

Some roles may require performing duties outside core work hours on a regular or ad-hoc basis.

Please note: A merit pool will be established through this recruitment process. This pool will provide a valuable resource for filling vacancies within the **Pacific Labour Operations Division** over the next 12 months. During this time, the pool may be retained for internal use and may not be released to external agencies, ensuring opportunities remain aligned with the Division’s workforce needs.

Duties

Responsibilities of the APS Level 6 may include:

- Leading and/or managing teams to effectively deliver program outcomes.

- Managing competing priorities and establishing risk management strategies in a dynamic environment
- Working in a range of cultural environments to communicate sensitively and effectively with people of diverse backgrounds (e.g. the ability to communicate with nationals from PALM participating countries would be desirable)
- Contributing to the development of policy, submissions, briefs and reports and provide advice on PALM scheme issues
- Liaising with employers, workers, and other stakeholders and responding to complex enquiries to ensure positive outcomes
- Performing independent research and analysis, and effectively document decisions on both routine and complex matters
- Establishing, managing, and documenting procedures, processes, and internal controls, and assisting in the strategic planning of the team
- Developing and maintaining internal and external stakeholder relationships and identify opportunities for information sharing and joint operations

Eligibility

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

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

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

Notes

Qualifications and Education

A range of qualifications and experience is being sought to fill certain roles. Please ensure that all qualifications are clearly stated in your application form and specific experience outlined in your response to the selection criteria.

Essential in the following teams

- Worker support - Qualifications (or demonstrated relevant experience) in social work, human services, psychology, community development or a similar field
- Data Management- Tertiary degree or equivalent work experience in quantitative fields such as statistics, economics, maths, data science, and data analytics

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

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Christine Drane, (02) 62402681
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0763156

National Museum of Australia

Closing Date:Monday 06 October 2025

Visitor Experience

Job Title	Head of Visitor Experience
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$138,272 - $153,608
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	Executive Level 2
Position Number	150544
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum is seeking an experienced leader with a strong track record in visitor experience and audience engagement. The Head of Visitor Experience is responsible for the effective management of visitor experience at the Museum. Responsibilities include providing senior leadership across the Museum's education, public programs and visitor services functions, translating strategy into coordinated action, overseeing the Museum's daily public experience and ensuring consistent delivery standards across all visitor touchpoints.

Reporting to the Deputy Director Visitor Experience, the role directly manages five EL1 leaders responsible for education, digital education, public and strategic programs and front-of-house services. The Head of Visitor Experience drives integration across these areas to ensure a cohesive, audience-first experience that supports learning, accessibility, inclusion and visitor engagement. It also plays a critical role in building staff capability, fostering collaboration, and managing logistics and delivery across a high-volume, high-visibility portfolio.

Duties

- Provide operational leadership across the breadth of the Museum's visitor experience, including education, public programs, and front-of-house programs and services.
- Lead a team of five EL1 managers, fostering alignment, collaboration and high standards of service and program delivery.
- Manage operational logistics, budgets and workforce coordination, balancing resources and staff capability across a dynamic, high-volume visitor environment.

- Oversee the day-to-day onsite and online visitor experiences to ensure they are delivered in a way that is safe, inclusive, on-brand and reflective of audience needs and Museum values.
- Implement and monitor business unit work plans and related budgets, reporting against delivery milestones, risks, performance targets and budget allocations.
- Champion continuous improvement, safe work practices, accessibility and cultural safety, embedding these principles into daily practices, programs and staffing.
- Collaborate with internal stakeholders, including exhibitions, collections, curatorial and First Nations teams to ensure alignment between program content and institutional direction.
- Lead the development of strong relationships with external partners and community groups and foster collaboration to bring different perspectives and encourage community engagement with Museum programs and experiences.
- Contribute to strategic planning and policy development, supporting the Deputy Director, Visitor Experience with insight into operational delivery, risks and resourcing.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

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

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

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role, with reference to the key accountability and selection criteria. Applicants must also provide a resume and contact details for 2 referees.

Please visit https://www.nma.gov.au/about/employment and apply online.

Application close at 11:59pm Monday 6 October 2025.

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

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Brenda Stephens, 02 6208 5156
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0763232

National Museum of Australia

Closing Date:Monday 06 October 2025

Growth and Engagement
Commercial

Job Title	Venue Services Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	131201
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Venue Services team is responsible for the administration of booked activities across the National Museum of Australia's venues. The team manages the Museum's booking platforms, Artifax and Bookings Canberra Excursion, to ensure all booking activity is captured and communicated to key stakeholders. The team also contributes to key Commercial projects and promotional activities as directed by the Head of Commercial and the Business Development Manager, as well as building and maintaining relationships with internal and industry stakeholders.

The Venue Services Coordinator is responsible for driving venue engagement strategies for the Museum across the broad and established network of event and commercial partners, as well as engaging with and extending this network. As the key point of contact for the contracted catering provider, the Venue Services Coordinator will work collaboratively across the Museum business units to ensure that the caterer delivers services and products that meet Museum expectations. The role oversees the catering operations in both the retail offer (cafe) and events, monitoring revenue and ensuring compliance with contractual obligations.

This role, either leads and/or actively contributes to managing commercial initiatives, which could include various project deliverables across the unit, including, but not limited to tourism, venue hire, retail, and commercial activations that engage the caterer and enhance the visitor experience.

Duties

- Coordinate the requirements for the Venue Services team, supporting delivery of venue services projects, catering contract management and venue hire.
- Assist Business Development Manager in monitoring budgets, procurement activities, risk registers and contract administration, ensuring compliance with public sector and Museum frameworks.
- Prepare and maintain high-quality project documentation, including meeting notes, schedules, procurement records and progress reports.
- Work collaboratively across teams and with external partners – such as venue hire clients, Broadbean Catering and tourism/events/venues industry partners – to innovate and deliver initiatives that drive visitation, increase revenue and raise the profile of the NMA.
- Coordinate all industry familiarisations, trade shows and industry briefings, ensuring these are effectively project managed and reported to the Business Development Manager.
- Coordinate venue hire and catering services operations, including event coordination, bookings management, venue logistics and customer relationship management to ensure seamless event experiences for clients and visitors.
- Coordinate the Venue Services databases, including data accuracy and integrity of stakeholder records in Bookings Canberra Excursions, Artifax, and the CCB portal and general oversight of data integrity, ensuring effective workflow and stakeholder engagement within the Commercial BU and across the NMA teams.
- Support the Business Development Manager and Head of Commercial with all corporate partnership proposals, pipeline management and reporting in Tessitura.
- Undertake project research and benchmarking, contribute to evaluation processes, and support innovation and continuous improvement across the BU’s operations.
- Maintain accurate records and uphold strong administrative, procurement and documentation practices aligned with government and Museum requirements.
- Represent the NMA at key industry events.
- Manage the Venue Services team and work closely with the APS6 Tourism Partnerships Coordinator to ensure excellent communication and workflow for partnership opportunities.

Eligibility

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

Notes

Applicants must include an 800-word pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

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

Applications close at 11.59pm Monday, 6 October 2025.

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

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Jacqui Smith, 6208 5025
Agency Recruitment Site	https://www.nma.gov.au/about/employment

This notice is part of the electronic Public Service Gazette PS38 Weekly Gazette Thursday (Vacancy Notices) - 25 September 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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