



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS38 Daily Gazette Wednesday - 20 September
2023.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS38 Weekly Gazette Thursday - 21 September 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS38 Weekly Gazette Thursday - 21 September 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0730007

Australian Children's Education and Care Quality Authority

Closing Date: Tuesday 26 September 2023

Regulatory Systems

Job Title	Application Support Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$83,748 - \$93,392
Classification	
Position Number	P00261
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=349

Application Support Officer

The Role

As an Application Support Officer, you will play a crucial role in ensuring the smooth operation of our software applications and providing excellent technical assistance to end-users, within a regulatory environment. Your expertise in troubleshooting, problem-solving, and communication will be instrumental in delivering exceptional support to our clients and internal stakeholders.

About [ACECQA](#)

We want children in Australia to have the best start in life.

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

- Improve outcomes for children and families in early education and care.
- ACECQA's values are based on putting children at the centre of everything we do.

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.

We have two full time opportunities for this role, one ongoing and one for a fixed term for up to 12 months at ACECQA Band 4 (\$83,748 - \$93,392) **Duties**

About You

To be successful in this role you will need:

- Proven experience in application support or a related technical support role liaising across multiple internal functions and external users.
- Strong troubleshooting and problem-solving skills with the ability to think analytically.
- Proficiency in using support ticketing systems and customer relationship management (CRM) tools.
- Excellent communication skills with the ability to explain technical concepts to non-technical users.
- Familiarity with SharePoint, Microsoft Dynamics 365, Azure, and Atlassian products
- Knowledge of and demonstrated experience applying best practices in software development lifecycle (SDLC), software testing principles and customer service.
- Ability to work independently and in a team-oriented, fast-paced environment.
- Demonstrated experience understanding and supporting complex on-premises and cloud applications.
- Demonstrated ability to manage and reduce backlogs.
- Demonstrated commitment to providing exceptional customer service with a proven track record at improving typical service desk operational and service level metrics (e.g. ticket volume, average time to resolve tickets, first contact resolution rate, net promoter score, etc).

Eligibility

How to apply

The closing date for applications is **26 September 2023** at 11.59pm.

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

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to the Application Support Officer 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.](#)
- Attach a supporting statement or cover letter of no more than 2 pages.
- Provide a separate response to the three targeted questions listed below of no more than two pages
- Provide the details of at least two referees that cover the last 3 years of employment.

Targeted Questions

1. [Describe a situation where you had to troubleshoot a complex technical issue over the phone.](#)
2. How do you handle situations when you are unable to resolve a user's issue on your own and what has been your normal process for escalating issues to higher-level support teams when necessary?
3. In your opinion, what qualities would make someone successful in a Service Desk role?
4. ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples.

You must have the right to work and live in Australia to apply for this role.

The successful candidate will be required to consent to a national police check.

All complete applications will be acknowledged. **Notes**

More information

[If you have any questions about the recruitment process please email the HR team at \[recruitment@acecqa.gov.au\]\(mailto:recruitment@acecqa.gov.au\).](#)

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	Sharon Bell, 02 8240 45216
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=349

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Vacancy VN-0730284

Australian Children's Education and Care Quality Authority

Closing Date: Tuesday 03 October 2023

Regulatory Systems

Job Title	Reporting Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$94,314 - \$132,757
Classification	
Position Number	P00149
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=353

Reporting Analyst

About [ACECQA](#)

We want children in Australia to have the best start in life.

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

- Improve outcomes for children and families in early education and care.
- ACECQA's values are based on putting children at the centre of everything we do.
- Join an expert team working across governments at the national level.

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.

The Role

The Reporting Analyst is responsible for design and development of reports, templates, analytics, and dashboards used in the National Quality Agenda IT System (NQA ITS). The Reporting Analyst will demonstrate and exercise their deep understanding of SQL, relational databases, and business intelligence/OLAP cubes to ensure report outputs are delivered within the required timeframes.

This role is full time for a fixed term of 6 months at ACECQA Band 5/6 (\$94,314 - \$132,757) **Duties**

About You

To be successful in this role you will need:

- Exhibits a broad and in-depth knowledge of and experience with business intelligence tools, in particular Microsoft Power BI
- Demonstrated advanced SQL programming experience and skillset
- Experience working with large data sets, with skills in managing the integrity of data
- Data analysis skills, including the ability to present complex information in an easy to understand way
- Highly developed communication skills, with experience working with diverse groups of stakeholders
- Demonstrated ability to network and build relationships with key stakeholders such as Regulatory Authority administrators
- Ability to craft report requirements rapidly and show responsiveness to new report requests

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

- Experience working in or with a regulatory environment
- Knowledge of Microsoft Dynamics CRM, with a focus on integrating reports
- Experience with either ZAP BI or Smart Flows template generation software

Eligibility

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples.

You must have the right to work and live in Australia to apply for this role.

The successful candidate will be required to consent to a national police check.

How to apply

The closing date for applications is **3 October 2023** at 11.59pm.

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

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to the Reporting Analyst 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.
- Attach a supporting statement or cover letter of no more than 2 pages highlighting your motivations for applying, the aspects of the position description and work of ACECQA that particularly attract you to the position, how you will meet the challenges of the role and how you will contribute to ACECQA's future.
- Provide the details of at least two referees that cover the last 3 years of employment.

All complete applications will be acknowledged. **Notes**

More information

If you have any questions about the role specifically, please contact Les Tyrpenou on 02 8240 4272

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	Sharon Bell, 02 8240 4216
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=353

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Vacancy VN-0730233

Australian Competition and Consumer Commission

Closing Date: Sunday 08 October 2023

Infrastructure Division
Gas Markets Branch

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Perth WA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/296
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 an inquiry into the supply and pricing of natural gas in Australia's east coast gas market?

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 a disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Assistant Director:

The Gas Market branch is seeking multiple Assistant Directors. As an Assistant Director, you will have highly developed expertise in strategic assessment, analysis and negotiation,

communication, management and staff development, drawing upon a sound depth of experience in competition matters, and applied economics. You will:

- manage and guide staff to investigate and analyse information, including complex quantitative datasets, to form evidence-based conclusions
- manage data collection activities, including through the use of voluntary and compulsory information gathering powers under the Competition and Consumer Act
- manage the development and implementation of new ways of data collection
- prepare and present briefs, reports and publications for a variety of internal and external stakeholders, including Commissioners, government, businesses, members of the public, consumer advocates and industry groups
- oversee research and interpretation of relevant legislation and policy frameworks
- build and maintain positive relationships with internal and external stakeholders.

About you:

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

- undertaking complex data analysis
- managing the production of public reports, analysing significant complex and commercially sensitive information
- coordinating work in a collegiate way
- managing a team across multiple physical locations, supervising and mentoring junior team members.

Tertiary qualifications in law, economics, commerce, finance, mathematics, or similar fields are essential.

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

Eligibility Notes

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

About the Australian 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	Kristopher Morey, 03 9230 1948
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0730249

Australian Electoral Commission

Closing Date: Wednesday 04 October 2023

Enabling and Regulation
Disclosure, Party Registration and Redistribution Branch Party Registration
and Redistribution

Job Title	Senior Party Registration Officer, Party Registration and Redistribution
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$87,635 - \$98,223
Classification	APS Level 6
Position Number	2023-268 10299
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyNzg1Mjk3NTQyOTI-MS9IZGI0>

The Party Registration and Redistributions Section administers Part XI and IV of the Commonwealth Electoral Act 1918 (Electoral Act) and sits within the Disclosure, Party Registration & Redistribution Branch. Primary responsibilities of the role include:

- Ensuring the agency satisfies its legislative obligations under Part XI of the Electoral Act in regard to the registration of political parties.
- Assist in leading and managing a small team to administer party registration applications, ensuring the accuracy and currency of the federal Register of Political Parties, and timely processing of applications whilst ensuring high quality outputs and building team capability.
- Engaging positively with internal and external stakeholders including registered and prospective political parties and the public.

- Making and communicating decisions using good judgement, expertise, and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.
- Providing specialist advice, guidance, along with the ability to report on team functional responsibilities including drafting minutes, briefings (including ministerial, Senate estimates), reports and correspondence.
- Assist in managing legislative or IT systems projects impacting on the Party Registration and Redistributions Section.
- Perform additional duties or assume responsibility of functions as directed from time to time.

Duties

The Senior Project Officer will be required to help manage the day-to-day matters relating to party registration administration requirements under Part XI of the Electoral Act. You will have strong management and communication skills that will enable you to effectively manage work outcomes, communicate with people involved in the political party registration process and the public. You will also have strong research and analytical skills coupled with excellent attention to detail which will enable you to provide advice and recommendations to internal and external stakeholders.

To excel you'll have:

- Strong verbal and written communication skills with internal and external stakeholders.
- Demonstrated knowledge and experience in the development, implementation, and execution of procedures, particularly in a dynamic and operational environment with prescriptive legislation.
- Proven ability in successfully managing and delivering results within time constraints and with competing priorities.
- Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships.
- Proven conceptual and analytical abilities with sound knowledge of change management practices and techniques to enable innovation.
- Demonstrated ability to supervise staff and monitor work progress.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice with respect to the registration of political parties.

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 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>

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	Tim Ingold, (02) 6271 4430
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyNzg1Mjk3NTQyOT

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Vacancy VN-0730314

Australian Strategic Policy Institute

Closing Date: Friday 29 September 2023

Job Title	Cyber, Technology & Security Centre Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Barton ACT
Salary	-
Classification	APS Level 3; APS Level 4
Position Number	N/A
Agency Website	https://www.aspi.org.au

Job Description

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

Cyber, Technology & Security Centre Coordinator

- ASPI is looking for high-performing individual to join our Cyber, Technology & Security Centre as a Coordinator on a fixed term contract.
- Join one of the Indo-Pacific's top performing and most influential think tanks.
- Join a progressive and supportive organisation with an engaging and vibrant organisational culture.

About ASPI

ASPI is an independent, non-partisan think tank that produces expert and timely advice for strategic, defence and policy leaders and decision makers. ASPI is one of the most authoritative and widely quoted contributors to public discussion of strategic policy issues in the Indo-Pacific region and a recognised Australian voice in international discussion in defence, national security, cyber, critical technology, climate, and foreign interference issues.

About the Role

Cyber, Technology & Security Centre has an outstanding early career role for a talented and proactive individual to support senior staff on program and research coordination and strategic engagement.

We are looking for a highly organised, team-oriented, enthusiastic individual to join a dynamic and proactive team. The person we seek will be practical and able to use their initiative to create opportunities and solve problems. This role will suit candidates with experience in events coordination and project management, and an interest in foreign policy and/or national security.

Duties

About You

Essential Criteria

The ideal candidate will be a team player who excels working in a fast-paced environment, with 1-3 years' experience in events. Key prerequisites for this role are:

- Supporting engagement with CTS partners and stakeholders, including assisting with events, communications, and outreach activities
- Coordinating and tracking CTS project activities to support timely, high-quality publications;
- Tracking engagement with corporate partners
- Supporting CTS to identify funding opportunities, including grants;
- Coordinating CTS research project publication timelines with Editorial and Publications staff
- Supporting CTS corporate and annual reporting
- Managing Director and Deputy Directors CTS diaries.

Eligibility

Other desirable skills/experience include:

- Excellent organizational skills and close attention to detail.
- Effective professional written and verbal communication skills.
- Ability to work independently and take ownership of tasks and projects, manage multiple priorities and deadlines, and work as part of a close-knit team.
- Demonstrated ability to effectively work to a deadline, including prioritisation skills, time management, working collaboratively with the team, taking initiative and working independently as necessary.
- Demonstrated ability to effectively problem solve and think quickly when faced with a challenge.
- Demonstrated ability to work positively as part of a team and contribute collaboratively to projects.
- Effective interpersonal communication skills, feeling confident to engage with senior- and working-level stakeholders in government, academia, and the private sector.
- High proficiency of computer competence including Microsoft Office – Outlook, Word, Excel, PowerPoint and video conferencing platforms, such as Team and other project management tools.
- Ability to represent ASPI in a professional and polished manner.

Qualifications:

- Qualifications in business management and business operations including office processes, project coordination, and agenda management.
- Previous experience in a similar role.

The successful candidate will be offered a remuneration package at a level aligned with their demonstrated skills and expertise. Some current ASPI staff are on unpaid leave or secondments from the Australian Public Service (APS). Similar arrangements can be negotiated in this instance, pending approval from the relevant APS department/agency.

Notes

How to Apply

1. Please refer to the position description attached.
2. A letter of no more than one page in length, linking your motivation and skills to the above requirements.
3. A CV, including names and contact details of two professional referees.

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 Aboriginal and Torres Strait Islander backgrounds, to apply. Applications should be submitted to jobs@aspi.org.au no later than **COB Wednesday 27th September 2023**. For further information about this position contact ASPI on (02) 6270 5100 or visit www.aspi.org.au.

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 6270-5110
Agency Recruitment Site	https://www.aspi.org.au/jobs-at-ASPI

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Vacancy VN-0730170

Department of Home Affairs

Closing Date: Tuesday 03 October 2023

Finance Division
Financial Operations Financial Accounting and Assets

Job Title	Financial and Asset Accountants
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$106,527 - \$124,931
Classification	Executive Level 1
Position Number	JR 129684
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129684/>

About our team

Chief Operating Officer Group | Finance Division | Financial Operations | Financial Accounting and Assets

The Financial Accounting and Assets Section (FAAS) works within the Financial Operations Branch and is responsible for meeting the Department's statutory financial reporting and asset accounting requirements.

The Section has eight teams that are responsible for preparation of departmental and administered financial statements, asset reporting, asset validation (including stocktake, revaluation and impairment reviews), lease accounting, maintenance of the assets register and assets under construction and audit coordination.

The Section manages the Department's accounting policies, provides high quality accounting advice and manages a complex range of assets and leases.

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

Duties

Our ideal candidate

Our ideal candidate will be able to lead a small team within a complex and dynamic environment, including:

- An ability to meet statutory financial reporting and/or asset accounting requirements for a large, complex and geographically dispersed government within tight monthly and annual deadlines
- Strong knowledge of, and the ability to apply, Australian Accounting Standards and accounting principles
- Effective communication and stakeholder engagement skills; and
- Strong analytical and problem solving skills.

Duties and responsibilities

The FAAS has several expected vacancies at the EL1 level in the asset reporting, lease accounting and audit coordination teams. You will lead a small team responsible for one or more of the following tasks:

- Meet monthly and annual reporting deadlines in relation to non-financial assets including a significant lease portfolio
- Ensure appropriate reconciliations, quality assurance reviews and accounting workpapers are prepared to a high standard within required timeframes
- Provide high quality accounting advice and briefs
- Coordinate required information and advice across a range of internal and external stakeholders
- Coordinate audit activity associated with the annual audit of the Department's financial statements; and
- Provide secretariat support to the Department's Financial Statements Sub-Committee.

Additional information

Knowledge of Australian Government financial reporting requirements is desirable, but not essential.

Accounting qualifications and membership of a professional accounting association (CPA, CAANZ), or progress towards, are highly desirable. **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 an Employment Suitability Clearance (ESC).

Notes

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

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our

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

To Apply

Position Contact	David Perrott, 02 6225 8686
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129684/

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Vacancy VN-0730240

Future Fund Management Agency

Closing Date: Wednesday 27 September 2023

Taxation

Job Title	Manager, Tax Advisory
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 6
Position Number	2147
Agency Website	www.futurefund.gov.au

Job Description

<https://career10.successfactors.com/career?company=myfuture>

Reporting to the Director, Tax Advisory the Manager, Tax Advisory will play a key role in providing specialist transactional advice to the business with regard to applicable domestic and international taxes, assisting the Fund in managing its income tax compliance obligations.

The role will involve reviewing and benchmarking proposed investment structures for tax efficiency and compliance transparency to ensure that the Fund minimises foreign tax leakage and protects its sovereign immunity entitlements, whilst also seeking to minimise any adverse impact on the Fund's reputation. In this regard, the role will include monitoring global tax developments that may impact the Fund and providing general tax advice to the business as required. The Manager, Tax Advisory will work closely with the Investment team, Legal team and with external advisors as appropriate.

The role will also assist in supporting the Tax Compliance team with the income tax compliance and filing requirements arising from the Fund's day to day activities and as directed by the Director, Tax Advisory. In addition, the role will involve assisting with tax matters for other funds managed by the Future Fund Board of Guardians, such as the Medical Research Future Fund.

Duties

Key Tasks and Responsibilities

Tax Due Diligence

- Ensuring satisfactory completion of tax due diligence on proposed investment structures across all asset classes
- Minimising foreign tax leakage where appropriate, tax reputational risk assessment and inclusion of tax risk mitigation protections in the legal documents
- Co-ordinating and reviewing external advice where required

Framework and Methodologies

- Becoming an internal subject matter expert on taxation sovereign immunity principles
- Monitoring and providing input on global tax developments as relevant to the Fund
- Assist with tax governance and process improvements, including ensuring tax risk controls and processes are appropriately complied with and managed

Taxation Compliance

- Ensuring tax structures comply with local and Australian taxation and general laws and meet the principles of transparency and full disclosure within the relevant tax filing jurisdiction, consistent with the Board's Tax Risk Management Policy
- Assisting with income tax compliance matters for the Fund's entities as directed by the Director, Tax Advisory via appointment and management of tax agent or by assisting the Tax Compliance team with completing obligations directly

Project Management

- Undertaking specific projects as directed by the Director, Tax Advisory

Eligibility

Skills and Competencies

Qualifications

- An industry relevant tertiary qualification, such as commerce, law or business
- Chartered Accountant will be well regarded
- Further qualifications in the areas of Investment or Taxation, for example at masters degree level, will be well regarded

Experience

- Strong experience in a taxation service line or corporate tax department, and currently in a manager or above level (or its equivalent)
- Experience in managing tax aspects of global private markets transactions, such as fund investments, co-investments, joint ventures and M&A transactions is essential
- Exposure to inbound US corporate tax and to other international tax jurisdictions, for example UK and other European Union jurisdictions, will be well regarded
- Exposure to areas relevant to sovereign wealth funds, including sovereign immunity and Base Erosion Profit Shifting issues, will be well regarded

Attributes

- Strong, confident communicator across all levels of an organisation, both written and verbal
- Excellent time and output management abilities
- High attention to detail, methodical and accurate
- Ability to motivate and influence others to complete outstanding tasks
- Ability to pro-actively assess and manage “risk vs reward” decisions and to contribute innovative solutions to managing and mitigating taxation risks where required
- Strategic thinker with a consultative approach
- Ability to adapt to a busy and constantly evolving environment
- Has a mature and calm demeanour, which is maintained when under pressure

Notes

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

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 six 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	Beau McCall, (03) 8656 6400
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0730313

High Court of Australia

Closing Date: Thursday 05 October 2023

Corporate Services Information, Communication and Technology

Job Title	ICT Systems Administrator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$110,303 - \$118,924
Classification	Executive Level 1
Position Number	161
Agency Website	https://www.hcourt.gov.au

Job Description

<https://www.hcourt.gov.au/employment>

The High Court of Australia (the Court) is the highest court in the Australian judicial system. It was established in 1901 by section 71 of the Constitution.

The ICT Team is a dedicated and vital group of skilled professionals undertaking a key role in support of the Court's operations. The Court has implemented a Cloud-based Digital Lodgement System and Electronic Court File utilising Microsoft Dynamics, Azure, and SharePoint applications and platform, and is currently planning the next stage of its ICT strategy.

The ICT Team also manages the Court's network and WAN services, courtroom IT infrastructure, portable devices, audio-visual system, and back-up and recovery arrangements. This is a challenging and rewarding environment in which to work.

Duties

The Court is seeking an experienced professional who can administer, manage and implement ICT systems for the Court, ensuring the management of information, documentation, applications and infrastructure are designed and implemented methodically and with an appropriate governance framework. This position also supports the ongoing operations of the ICT Team in ensuring applications and infrastructure are maintained effectively.

The successful candidate will join a supportive, friendly and collaborative team, working in a fast paced and dynamic environment. The duties and responsibilities for this role include:

- administering ICT systems for the Court, ensuring systems are designed and implemented methodically within an appropriate governance framework
- making significant contributions to the development of ICT and information management plans, policies, designs and strategies

- driving change to practices and processes related to the operation, support and maintenance of the Court's core ICT systems and services
- proactively addressing security risks and adopting practices to enhance overall cybersecurity readiness in alignment with public sector standards.
- maintaining and ensuring the ongoing operation of the Court's ICT systems through implementation of the formalized program of patches, enhancements, and scheduled releases.
- managing minor/moderately sized ICT projects
- offering support as needed for ICT Applications and Helpdesk Services
- collaborating with internal and external stakeholders to achieve alignment with the Court's ICT objectives and strategic direction.

Eligibility

Mandatory

- Must be an Australian citizen
- Ability to obtain and maintain a Negative Vetting 1 security clearance.
- Relevant tertiary qualifications
- Industry accreditation
- Professional experience in a similar IT environment - minimum 3 years

Desirable

- Project management skills
- Experience with Audio-Visual systems.

Notes

About the High Court of Australia

To Apply

Position Contact	Mohammed Akbar, 02 6270 6919
Agency Recruitment Site	https://www.hcourt.gov.au/employment

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Vacancy VN-0730112

Murray-Darling Basin Authority

Closing Date: Thursday 28 September 2023

Business Services
ICT & Data

Job Title	Information Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Murray Bridge SA, Mildura VIC, Wodonga VIC, Griffith NSW, Canberra ACT, Goondiwindi QLD
Salary	\$113,509 - \$124,875
Classification	Executive Level 1
Position Number	101497
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 40 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 the Murray-Darling Basin Plan.

Duties

The Position

The Information Manager is an enabling role within the ICT Service Delivery team, with a focus on uplifting the MDBA's information capability, including information management strategy and governance, and business systems and digital architecture.

The role works closely with other parts of the Business Services Portfolio and the Murray-Darling Basin Authority, other agencies of the Australian Government, the Basin States and Territories and wider stakeholders.

Your key responsibilities in this role are to:

- Lead activities to promote and establish required information management initiatives and BAU.
- Contribute to the strategic direction and workplan development of information management activities to support ICT and data management initiatives.
- Develop governance and operational support to transition from traditional records management to information asset management as per the NAA's Building Trust in the Public Record Policy.

- Lead the proposed implementation of a manage-in-place enterprise-wide searching capability and records compliance platform for MDBA's information asset management.
- Contribute to the successful operation and uptake of organisational-wide ICT projects that support MDBA's information governance architecture, including taking advantage of M365 information governance.
- In association with the Information Compliance Manager and Records Officer, ensure that Content Manager undertakes appropriate record keeping as per MDBA's Information governance architecture and compliance requirements, and MDBA's physical records are appropriately sentenced, digitised, and archived.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

Notes

Why work for us?

- Do a variety of interesting and challenging work, be encouraged to try new things.
- Be part of a smaller agency with a strong focus on its connection with people.
- Be part of a professional, committed, and friendly team of people.
- Enjoy opportunities for professional development, and career progression across a variety of roles and work locations.
- Enjoy a work-life balance that works for you, with access to flexible work arrangements.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Non-attendance days between Christmas and New Year provided, in addition to annual leave provisions.
- Generous leave provisions, and flexibility in hours of work
- Competitive working away from the office (WAFO) arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Tracey Langford, Please email
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0730230

National Library of Australia

Closing Date: Thursday 28 September 2023

Property and Sustainability Facilities and Security

Job Title	Assistant Director, Security (Ongoing Opportunity)
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$106,667 - \$126,815
Classification	Executive Level 1
Position Number	107062
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

The role of the National Library of Australia is defined by the National Library Act 1960 and can be broadly defined as “to ensure that documentary resources of national significance relating to Australia and the Australian people, as well as significant non-Australian library materials, are collected, preserved and made accessible”. Accessibility can be either through the Library itself or through collaborative arrangements with other libraries and information providers. The Library’s strategic priorities are:

1. We collect today what will be important tomorrow.
2. We connect with communities and connect communities with their national collections.
3. We collaborate with others to maximise the national impact of cultural collections.
4. We build capability to maximise return on the nation’s investment in the Library.

Duties

We are seeking to fill an **Assistant Director Security (EL 1)** leadership role on an ongoing basis.

This role works with a considerable degree of independence, under broad direction and:

- Operates as the Agency Security Adviser for the Library - security risk and threat analysis; liaison with security agencies; education and advice.
- Manages the Agency Security Plan, Policy and Framework, related risk assessments, security procedures and policies. Develops policy and associated documents as required.
- Manages the forward work program for emergency management planning and response – Business Continuity Plan, Business Continuity Policy and Framework and associated emergency plans; threat and incident management; reporting and compliance; education and awareness.
- Manages procurement and contract management arrangements for outsourced security and guarding services.

The Assistant Director Security has people, program, and stakeholder management responsibilities. The role develops, manages and maintains a range of internal and external stakeholder relationships and internal and external networks. **Eligibility**

To be considered for this role you will require expertise and credentials in:

- Commonwealth Protective Security Policy Framework requirements
- Commonwealth procurement and contract management requirements.

You must have:

- appropriate qualifications and extensive experience in a related field such as security, and/or business continuity.
- at least a baseline clearance on commencement with the ability to obtain a security clearance at the Negative Vetting 2 level and maintain at this level.

It is highly desirable that you have experience managing security and emergency management programs. **Notes**

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at the Library.

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

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

About the National Library of Australia

To Apply

Position Contact	Warwick Bartlett, (02) 6262 1696
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0730315

Office of the Inspector-General of Taxation

Closing Date: Wednesday 04 October 2023

Job Title	SES Band 1 Tax Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$207,237 - \$229,449
Classification	Senior Executive Service Band 1
Position Number	3767
Agency Website	https://igt.gov.au/

Job Description

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

The IGTO is seeking a highly motivated senior executive leader with excellent leadership, communication and strategic skills to lead a professional and collegiate team.

The SES Band 1 Tax Leader is a member of the IGTO Leadership team and reports directly to, and is a responsible delegate of, the IGTO. The SESB1 Tax Leader participates as a member of the Executive Committee and the Remuneration Committee.

The SESB1 Tax Leader leads the delivery of the Inspector-General of Taxation's taxation review and/or dispute investigations, and broader stakeholder engagement initiatives on behalf of the Inspector-General of Taxation and Taxation Ombudsman (**IGTO**). The SESB1 Tax Leader will be responsible for managing external public sector relationships (such as relationships with other Inspector-Generals, Tax Practitioners Board, Office of the Australian Information Commissioner, Australian Taxation Ombudsman, Commonwealth Ombudsman, Australian National Audit Office, Auditor-General) and private sector relationships. The SESB1 Tax Leader will also be responsible for stakeholder engagement including the review/dispute and refresh of the IGTO's potential areas for review and/or dispute investigation and delivery of investigation reports and recommendations to position the IGTO as a trusted advisor and public and private sector leader on all aspects of tax administration.

The SESB1 Tax Leader will exercise such powers and functions as are delegated by the IGTO including powers in accordance with the *Inspector-General of Taxation Act 2003*, the *National Anti-Corruption Commission Act 2022* and the *Public Governance, Performance and Accountability Act 2013*.

The SESB1 Tax Leader will lead and oversee IGTO tax review and/or dispute investigations. This includes accurate, and timely information and advice to support the IGTO and all team members working on review/dispute investigations, with a strong focus on ensuring IGTO tax review and/or dispute investigation reports are delivered in a timely manner and communicate with influence IGTO improvement recommendations.

This role also has responsibility for developing and maintaining the IGTO governance frameworks, structures, processes and documentation to enable the IGTO to achieve its objectives and be accountable for its performance and operations relating to the review/dispute investigation function. The SESB1 Tax Leader will monitor and manage relevant performance indicator reporting for inclusion in the agency's Corporate Plan and annual report, as well as other performance indicators and statements as a member of the Executive and for reporting to the Audit and Risk Committee (**ARC**).

The SESB1 Tax Leader is responsible for delivering critical compliance obligations on behalf of the Agency that may include the Corporate Plan and the Annual Report, as well as various policies, procedures and delegations concerning information management and destruction, freedom of information and privacy, security and legal.

The SES B1 Tax Leader will exemplify the APS Code of Conduct and Values and lead by example to foster a culture of achievement, collaboration, integrity and agility. The SESB1 Tax Leader will be self-aware, and will encourage and respect the diversity of ideas and perspectives.

The office provides a challenging, interesting and professionally rewarding working environment. Intra and inter-state travel may be required for reviews/disputes, projects and presentations.

Mandatory Qualifications / Experience

- Extensive knowledge and application of taxation, superannuation and administrative laws and related policies, including at an executive level – in excess of 15 years.
- Relevant tertiary qualifications in taxation, law, accounting, finance and/or economics – completion of undergraduate studies at a minimum.
- Membership of a relevant professional association.
- Experience in leading a taxation function is mandatory – in excess of 5 years.

Duties

1. Participate as a member of the IGTO Leadership team and Executive Committee and shape the strategic direction of the IGTO to deliver on key outcomes and statutory obligations.
2. Lead, oversee and deliver on the IGTO's tax review and/or dispute investigation function to ensure that tax review and/or dispute investigation reports are high quality, timely and communicate with influence to position the IGTO as a leader on matters of tax administration.
3. Oversee management and refresh of key framework documents including the IGTO's register of potential review/dispute investigation topics, joint operational guidelines with the Australian Taxation Office and review/dispute investigation template documents.
4. Implement and manage IGTO stakeholder relationship management processes with private and public sector stakeholders, including a stakeholder management system, key communication publications and channels (including the IGTO website).
5. Coordinate and lead the IGTO's participation and contribution to inquiries and consultations undertaken by Parliament and other public sector stakeholders.
6. Represent the IGTO and its interests at key stakeholder consultation forums and discussions.
7. Manage and deliver critical IGTO annual compliance obligations which may, include the Corporate Plan and Annual Report.

8. Oversee and ensure that IGTO policies, guidelines, delegations and governance frameworks relating to information security and management (including those relating to Archives, Freedom of Information and Privacy), security and legal are up to date and fit for purpose.
9. Provide leadership and oversight for the delivery of other agency functions.
10. Attend and present to the ARC as requested and manage risks as allocated under the risk register.

The performance of duties is to be self-directed, align with the IGTO's strategy and in accordance with exemplifying the Australian Public Service (APS) Code of Conduct and the APS Values.

Eligibility

- Extensive knowledge and application of taxation, superannuation and administrative laws and related policies, including at an executive level – in excess of 15 years.
- Relevant tertiary qualifications in taxation, law, accounting, finance and/or economics – completion of undergraduate studies at a minimum
- Membership of a relevant professional association.
- Experience in leading a taxation function is mandatory – in excess of 5 years.

Notes

The Inspector-General of Taxation and Taxation Ombudsman (IGTO) is an independent, small Commonwealth Government Agency (about 30 people) located in Sydney with national responsibilities. The IGTO contributes to the overall integrity and transparency of the tax system by independently investigating taxation decisions, actions, systems and laws of the Australian Taxation Office (**ATO**) and Tax Practitioners Board (**TPB**).

IGTO investigations provide assurance to the community that taxation laws are administered fairly and consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities.

Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the *Public Service Act 1999*.

The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation.

The IGTO supports its team with a flexible working environment as well as internal and external training and development, including financial assistance for further relevant studies and professional accreditation.

The IGTO has a range of flexible work options including working from home, part time work and staggered start/stop times.

For further information about our office and our role, refer to the IGTO website at www.igt.gov.au.

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

About the Office of the Inspector-General of Taxation

The Inspector-General of Taxation and Taxation Ombudsman (IGTO) is an independent, small Commonwealth Government Agency (about 30 people) located in Sydney. IGTO investigates taxation complaints, tax administration actions and systems so that we can provide assurance to the community that taxation laws are administered consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities. Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the Public Service Act 1999. The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation. The IGTO supports its team with a flexible working environment as well as internal and external training and development, including financial assistance for further relevant studies and professional accreditation. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Kim Williams, 02 8239 2126
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0730318

Office of the Inspector-General of Taxation

Closing Date: Wednesday 04 October 2023

Job Title	SES Band 2 Tax Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$266,110 - \$292,237
Classification	Senior Executive Service Band 2
Position Number	2764
Agency Website	https://igt.gov.au/

Job Description

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

The IGTO is seeking a highly motivated senior executive leader with excellent leadership, communication and strategic skills to lead a professional and collegiate team.

The SES Band 2 Tax Leader is a member of the IGTO Leadership team and reports directly to, and is a responsible delegate of, the IGTO. The SESB2 Tax Leader participates as a member of the Executive Committee and the Remuneration Committee.

The SESB2 Tax Leader leads the delivery of the Inspector-General of Taxation's taxation review and/or dispute investigations, and broader stakeholder engagement initiatives on behalf of the Inspector-General of Taxation and Taxation Ombudsman (**IGTO**). The SESB2 Tax Leader will be responsible for managing external public sector relationships (such as relationships with other Inspector-Generals, Tax Practitioners Board, Office of the Australian Information Commissioner, Australian Taxation Ombudsman, Commonwealth Ombudsman, Australian National Audit Office,

Auditor-General) and private sector relationships. The SESB2 Tax Leader will also be responsible for stakeholder engagement including the review/dispute and refresh of the IGTO's potential areas for review and/or dispute investigation and delivery of investigation reports and recommendations to position the IGTO as a trusted advisor and public and private sector leader on all aspects of tax administration.

The SESB2 Tax Leader will exercise such powers and functions as are delegated by the IGTO including powers in accordance with the *Inspector-General of Taxation Act 2003*, the *National Anti-Corruption Commission Act 2022* and the *Public Governance, Performance and Accountability Act 2013*.

The SESB2 Tax Leader will lead and oversee IGTO tax review and/or dispute investigations. This includes accurate, and timely information and advice to support the IGTO and all team members working on review/dispute investigations, with a strong focus on ensuring IGTO tax review and/or dispute investigation reports are delivered in a timely manner and communicate with influence IGTO improvement recommendations.

This role also has responsibility for developing and championing the IGTO governance frameworks, structures, processes and documentation in place to enable the IGTO to achieve its objectives and be accountable for its performance and operations relating to the review/dispute investigation function. The SESB2 Tax Leader will monitor and manage relevant performance indicator reporting for inclusion in the agency's Corporate Plan and annual report, as well as other performance indicators and statements as a member of the Executive and for reporting to the Audit and Risk Committee (**ARC**).

The SESB2 Tax Leader is responsible for delivering critical compliance obligations on behalf of the Agency that may include the Corporate Plan and the Annual Report, as well as various policies, procedures and delegations concerning information management and destruction, freedom of information and privacy, security and legal.

The SES B2 Tax Leader will exemplify the APS Code of Conduct and Values and lead by example to foster a culture of achievement, collaboration, integrity and agility. The SESB2 Tax Leader will be self-aware, and will encourage and respect the diversity of ideas and perspectives.

The office provides a challenging, interesting and professionally rewarding working environment. Intra and inter-state travel may be required for reviews/disputes, projects and presentations.

Duties

1. Participate as a member of the IGTO Leadership team and Executive Committee and shape the strategic direction of the IGTO to deliver on key outcomes and statutory obligations.
2. Lead, oversee and deliver on the IGTO's tax review and/or dispute investigation function to ensure that tax review and/or dispute investigation reports are high quality, timely and communicate with influence to position the IGTO as a leader on matters of tax administration.
3. Drive the management and refresh of key framework documents including the IGTO's register of potential review/dispute investigation topics, joint operational guidelines with the Australian Taxation Office and review/dispute investigation template documents.
4. Implement and manage IGTO stakeholder relationship management processes with private and public sector stakeholders, including a stakeholder management system, key communication publications and channels (including the IGTO website).
5. Coordinate and lead the IGTO's participation and contribution to inquiries and consultations undertaken by Parliament and other public sector stakeholders.

6. Represent the IGTO and its interests at key stakeholder consultation forums and discussions.
7. Manage and deliver critical IGTO annual compliance obligations which may, include the Corporate Plan and Annual Report.
8. Oversee and ensure that IGTO policies, guidelines, delegations and governance frameworks relating to information security and management (including those relating to Archives, Freedom of Information and Privacy), security and legal are up to date and fit for purpose.
9. Provide leadership and oversight for the delivery of other agency functions.
10. Attend and present to the ARC as requested and manage risks as allocated under the risk register.

Duties are to be self directed, align with the IGTO's strategy and in accordance with exemplifying the Australian Public Service (APS) Code of Conduct and the APS Values.

Eligibility

- Extensive knowledge and application of taxation, superannuation and administrative laws and related policies, including at an executive level – in excess of 20 years.
- Relevant tertiary qualifications in taxation, law, accounting, finance and/or economics – completion of undergraduate studies at a minimum.
- Membership of a relevant professional association.
- Experience in leading a taxation function is mandatory – in excess of 10 years.

Notes

The Inspector-General of Taxation and Taxation Ombudsman (IGTO) is an independent, small Commonwealth Government Agency (about 30 people) located in Sydney with national responsibilities.

The IGTO contributes to the overall integrity and transparency of the tax system by independently investigating taxation decisions, actions, systems and laws of the Australian Taxation Office (ATO) and Tax Practitioners Board (TPB).

IGTO investigations provide assurance to the community that taxation laws are administered fairly and consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities.

Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the Public Service Act 1999.

The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation.

The IGTO supports its team with a flexible working environment as well as internal and external training and development, including financial assistance for further relevant studies and professional accreditation.

The IGTO has a range of flexible work options including working from home, part time work and staggered start/stop times.

For further information about our office and our role, refer to the IGTO website at www.igt.gov.au.

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

About the Office of the Inspector-General of Taxation

The Inspector-General of Taxation and Taxation Ombudsman (IGTO) is an independent, small Commonwealth Government Agency (about 30 people) located in Sydney. IGTO investigates taxation complaints, tax administration actions and systems so that we can provide assurance to the community that taxation laws are administered consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities. Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the Public Service Act 1999. The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation. The IGTO supports its team with a flexible working environment as well as internal and external training and development, including financial assistance for further relevant studies and professional accreditation. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Kim Williams, 02 8239 2126
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0730243

Sport Integrity Australia

Closing Date: Monday 02 October 2023

Safety in Sport
Sport Engagement Education - Play by the Rules

Job Title	National Manager - Play by the Rules
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Darwin NT, Hobart TAS, Perth WA, Brisbane QLD, Adelaide SA
Salary	\$112,719 - \$122,849
Classification	Executive Level 1
Position Number	0090_0923
Agency Website	www.sportintegrity.gov.au

Job Description

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

About Play by the Rules

Play by the Rules (PBTR) is a highly regarded community sport program which provides information, events, resources, tools and online training to support safe, fair and inclusive sport across Australian sport – particularly at the grassroots level.

Play by the Rules is a collaboration between Sport Integrity Australia, the Australian Sports Commission (ASC), the Australian Human Rights Commission, all state and territory departments of sport and recreation, all state and territory anti-discrimination and human rights agencies, the Office of the Children's Guardian (NSW), the Anti-Discrimination Board of NSW and the eSafety Commissioner. These partners work together to promote Play by the Rules through their networks and programs, along with their own programs that support safe, fair and inclusive sport.

As part of the partnership, the Manager will formally report to the Director of Education at Sport Integrity Australia, as well as provide strategic advice to the Play by the Rules co-chairs.

Purpose of the role

The National Manager of Play by the Rules is responsible for the strategic direction and ongoing development of the 'Play by the Rules' program. The Manager will be required to lead the development of resources to support Australian community sport clubs to adopt and promote safe, fair, and inclusive sport. Given the collaborative partnership structure of Play by the Rules, the Manager

will be required to liaise with subject matter experts and partner agencies to develop content, promote resources and serve the needs of community sport in Australia.

From an employment perspective the National Manager reports to the Director of Education at Sport Integrity Australia. However, PBTR is a collective of 20 government agencies, working together under a memorandum of understanding (MOU), and the role involves high level stakeholder management in facilitating the partnership between SIA and 20 other MOU Partners. The Manager must be able to understand the complexities involved in this dual role both at a National and State/Territory level, and work collaboratively with all stakeholders to achieve mutually beneficial outcomes for all MOU partners.

Duties

Under limited direction, duties and responsibilities of this role may include, but not limited to:

- Manage the PBTR MOU – including the key 20 stakeholder relationships with partner agencies linked to PBTR via the MOU (“MOU Partners”).
- Work cooperatively with key government and sport leaders to build collaborative and strategic partnerships to ensure Play by the Rules addresses sport sector needs and is valued and relevant.
- Provide strategic advice to the PBTR Management Committee to achieve the PBTR goals.
- Effectively market, promote and increase the reach, utilisation and impact of PBTR resources.
- In collaboration with the Sport Integrity Australia Education team, create resources, campaigns, and practical tools to ensure sport is safe, fair and inclusive for all Australians.
- Ensure all PBTR projects, resources and partnerships are of high quality, accurate, and aligned with the positions of the MoU partners regarding safe, fair and inclusive sport.
- Develop and implement rigorous evaluation systems for PBTR that provide valuable industry insights for Sport Integrity Australia and PBTR partners. Manage the technical aspects (with support) of maintaining the PBTR website and eLearning courses.

The key accountabilities of this role may include, but not limited to:

- Manage the PBTR MOU – including the key 20 stakeholder relationships with partner agencies linked to PBTR via the MOU (“MOU Partners”)
- Manage the Play by the Rules budget and provide advice on the appropriate financial management of the program, including where applicable, compliance with the PGPA Act, Finance Law and Commonwealth Procurement Guidelines.
- Deliver quality advice and reporting on relevant issues to senior management including the PBTR Co Chairs, PBTR Management Committee, PBTR Reference Group and the SIA Director of Education.
- Manage the PBTR courses held on the SIA eLearning Management System and work with the SIA Team responsible for eLearning to ensure compliance with all privacy and accessibility requirements.
- Work both independently and collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders to identify, lead and deliver high quality business outcomes.
- Assist in the development and implementation of sustainable business development plans, strategies, and systems.
- Complying with relevant legislation including but not limited to Public Service Act, Fair Work, Work Health and Safety policies, ICT policies, security policies and agency policies and delegations.
- Ensuring the APS Values and Code of Conduct is adhered to at all times.

Eligibility

Selection criteria

The selection criteria of the National Manager, Play by the Rules include:

- Tertiary qualifications and/or demonstrated experience in Sports Management, Business, Ethics, Law, Education, Communications, or a related field.
- Demonstrated ability to work with multiple partners to leverage resources and reach mutually beneficial outcomes.
- Demonstrate a broad knowledge of issues and policy relating to keeping sports safe, fair and inclusive.
- Strong ability to build and maintain effective working relationships both internally and externally.
- Experience in developing or coordinating education and information resources for a wide range of audiences.

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. The successful applicant may also 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>

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. Led by David Sharpe APM OAM, 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 • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure 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	Alexis Cooper, 02 6222 4252
Agency Recruitment Site	https://www.sportintegrity.gov.au/

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Vacancy VN-0730308

Sport Integrity Australia

Closing Date: Sunday 08 October 2023

Safety in Sport
Operations Science and Medicine

Job Title	Australian Sports Drug Medical Advisory Committee (ASDMAC) Support Officer
Job Type	Part-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$77,354 - \$85,060
Classification	APS Level 4
Position Number	0091_0923
Agency Website	www.sportintegrity.gov.au

Job Description

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

About the Australian Sports Medical Advisory Committee

The Australian Sports Drug Medical Advisory Committee (ASDMAC) consists of seven primary and three review panel members who are responsible for the assessment of Therapeutic Use Exemptions (TUEs) and provision of medical advice to Sport Integrity Australia, sporting bodies and doctors. All Members are specialists in sport and exercise medicine and are directly appointed by the Federal Minister for Sport. ASDMAC operates independent of Sports Integrity Australia.

ASDMAC performs its functions in accordance with the World Anti-Doping Code (the Code), the International Standard for Therapeutic Use Exemptions, the Sport Integrity Australia Act 2020 and the NAD scheme.

The role

The purpose of this position is to provide high level administrative support to the functions of the Australian Sports Medical Advisory Committee. This position is responsible for the day-to-day coordination of Therapeutic Use Exemption (TUE) applications, approvals, and renewals. This position involves regular contact with athletes, doctors, support personnel, sporting organisations, members of the public and Sport Integrity Australia staff providing information about TUE applications and the process. This communication is predominantly conducted by email and phone.

Duties

- Coordinate the TUE applications, including ensuring completeness, presenting to the members for decision and complete all record keeping.
- Liaise with doctors, athletes, National Sporting Organisations, and support people to provide advice on general TUE and specific application requirements.
- Assist the Senior ASDMAC Officer and provide support to other ASDMAC functions as required.

The key accountabilities of the ASDMAC Support Officer role may include, but not limited to:

- Coordinate TUE applications in line with World Anti-Doping Code, International Standard for TUEs and relevant Australian legislation.
- Understand and uphold the values of confidentiality appropriate to the handling of medical information.
- Maintain 'best practice' recordkeeping in accordance with Sport Integrity Australia's Record Keeping Policy and Information Governance Framework.
- Comply with relevant legislation including but not limited to Public Service Act, Fair Work, Work Health and Safety policies, ICT policies, security policies and agency policies and delegations.
- Ensuring the APS Values and Code of Conduct is adhered to at all times.

Eligibility

The selection criteria of this role include:

- Sound understanding and knowledge of records management policy and practices.
- Strong administrative skills, with knowledge of or the ability to quickly develop an understanding of medical terminology and Australian sporting structures.
- High level communication skills with the ability to liaise with a diverse range of stakeholders.
- Demonstrated ability to prioritise work and meet deadlines within short timeframes.
- Proven ability to work independently and exercise judgement.
- Experience in handling confidential information.

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>

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. Led by David Sharpe APM OAM, 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 • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure 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	Kim Reynolds, 02 6222 4283
Agency Recruitment Site	https://www.sportintegrity.gov.au/

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Agriculture, Water and the Environment

Vacancy VN-0730105

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 17 October 2023

Australian Chief Veterinary Office

Job Title	Australian Chief Veterinary Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Darwin NT, Melbourne VIC, Sydney NSW, Cairns QLD, Adelaide SA
Salary	-
Classification	Senior Executive Service Band 2
Position Number	2023/2902
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Department of Agriculture, Fisheries and Forestry (DAFF) works to enhance our agricultural, fisheries and forestry industries. We create new and maintain existing agricultural export opportunities, to provide gains for Australian agriculture. We manage biosecurity risks to Australia to protect our multi-billion-dollar agricultural industries and our way of life.

The Office of the Australian Chief Veterinary Officer (OCVO) is a team of scientists and policy makers who support the Australian Chief Veterinary Officer (ACVO) in delivery of their roles and responsibilities. The ACVO is the primary representative of, and advisor to, the Australian Government on all matters relating to the maintenance and improvement of Australia's animal health status and the systems that support it. The ACVO also works to address major animal health issues of national interest, such as the threat of antimicrobial resistance, and enhancing trade and market access for animals and animal products.

The overarching objective of the ACVO is to mitigate threats to the Australian economy, and the productivity of Australia's animal-dependent industries, by supporting and enhancing trade and market access for animals and animal products and representing the Australian Government on animal health issues of national interest. The OCVO, in collaboration with the broader department and our external stakeholders, works to mitigate the risks and potential impacts of exotic animal diseases and enhance the protection of Australia's animal health environment.

The work of the OCVO focuses on three strategic priorities to deliver animal health outcomes that support the department's purpose of growing the value of agricultural trade and reducing risk to the agricultural sector. These priorities are:

- providing strategic analysis of, influencing, and championing Australia's collective animal health systems and services
- providing international representation of Australia's animal health status and systems and influencing international policy and standards
- supporting the ACVO's leadership role to deliver outcomes on antimicrobial resistance (AMR).

Duties

The job

The Chief Veterinary Officer of Australia represents Australia nationally and internationally on veterinary issues, animal health, animal biosecurity.

The ACVO addresses major animal health issues of national interest, such as the threat of AMR and enhancing trade and market access for animals and animal products.

Some of the key duties include:

- Provision of high-quality advice to portfolio Ministers and the Government on animal health related issues.
- Providing technical leadership in identifying and responding to animal health emergency responses.
- Engaging as required to provide scientific and technical leadership on animal and biosecurity issues affecting trade.
- Representing DAFF in international forums to provide high level strategic advice to our diplomatic counterparts.
- Supporting collaboration and providing technical leadership for the veterinary staff across the Department, states and territories.
- Championing animal health capacity building in the region and through cooperative and supportive technical relationships.
- Addressing the risk of exotic animal disease through raising awareness with livestock industries, developing capacity in northern Australia, promoting and understanding the animal health situation in our region.
- Providing national leadership in forums including Animal Health Australia, and the Animal Health Committee.
- Working closely with state/territory counterparts, international colleagues, the World Organisation for Animal Health and other departments on cross-cutting initiatives such as One Health
- Public communication in relation to animal health and biosecurity issues.

Eligibility

Mandatory qualifications

To be considered for this position you must have a degree in Veterinary Science or Veterinary Medicine and Surgery from an Australian University or equivalent veterinary qualification recognised in Australia. You must be fully registered, or eligible for full registration, with the relevant Australian state/territory veterinary board and you must maintain this registration whilst employed by the Department.

Security clearance

This position requires a Negative Vetting 2 security clearance. The successful applicant will be required to obtain and maintain a clearance at the appropriate level for this position.

Notes

Please note that this role is being advertised as either ongoing or non-ongoing. If an offer of non-ongoing employment is made, the successful applicant could be employed for a period of five 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 Gazette, may also be used to fill future ongoing and non-ongoing vacancies 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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Chris Locke, 02 6272 3895
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0730215

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 04 October 2023

Compliance & Enforcement
Several Various

Job Title	Auditors, Intelligence Analyst and Assessment Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Cairns QLD, Perth WA, Adelaide SA, Melbourne VIC
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2668
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

In partnership with internal and external stakeholders, Compliance & Enforcement Division monitor and assess risk to enhance compliance through effective regulatory intervention, ranging from education to enforcement which will ultimately safeguard our economy, trade, environment and agriculture.

Audit and Assurance Branch

The Audit and Assurance Branch (AAB) is responsible for the delivery of regulatory audits and other assurance activities to manage biosecurity, imported food, export regulatory risks. AAB takes a whole of department view and has responsibility for functions related to targeted and planned risk based regulatory audits, planned and responsive assurance and control testing activities, and illegal logging assessments. AAB plays a crucial role in the development and implementation of the department's assurance processes, providing confidence that departmental regulatory systems and controls points are managing risks. AAB have approximately 80 staff – auditors, technical experts, operational managers, and business services. We operate as a national team with staff located in departmental offices in major capital cities and regional centres. Our professional auditor workforce conducts nationally integrated regulatory audits and other assurance activities to manage the compliance of import and export registered establishments, industry Authorised Officers and entities operating under Approved Arrangements.

We conduct audits of:

- biosecurity approved arrangements.
- plant export property accreditations.
- plant export registered establishment audits.
- plant Authorised Officer verifications.
- fish, eggs, and dairy export registered establishments
- meat processing export registered establishments.
- live animal export approved arrangements and accredited properties.

Operational Intelligence and Coordination

The Operational Intelligence and Coordination Branch (OICB) is responsible for the development of intelligence assessments, creation of profiles, identification of targets, coordinating operations, and assessment of reports of non-compliance. OICB informs business areas of the fitness and propriety of entities who seek or have privileged arrangements with the department. These activities support the decision-making using compliance and enforcement to safeguard our economy, trade, and agriculture. The Tactical and Operational Intelligence section (TOIS) undertakes collection and analysis of tactical intelligence insights, to provide intelligence support to operational functions. In tandem, TOIS undertakes broader regional and national-level analysis and engagement, to identify new and/or emerging trends (threats) and inform broader operational planning, prioritisation, and response. The Fit and Proper Person (FPP) section supports the administration of the FPP test through the compilation of an integrity, compliance, criminal and financial risk information report for decision makers. The FPP test is a step in determining the integrity of a person or company entering an arrangement with the department. It helps the Secretary (or delegate) of the department decide whether the person, company and associates are of a trustworthy nature.

The Job

The Compliance and Enforcement division is seeking to fill several positions and create a merit pool to fill future vacancies as they may arise at the APS 5 level.

Auditor

The Auditor role undertakes audits across commodities and functions against the relevant criteria, to build strong industry compliance. The role will work within the parameters of the Auditor Management Framework with the possibility of overseas, interstate or intrastate travel. You will commit to and lead business improvement initiatives, demonstrating a positive attitude towards change. You will also contribute to the learning and development opportunities to improve the audit skills of the section. All audit competencies and other training requirements will need to be maintained.

Intelligence Analyst

The Intelligence Analyst role is responsible for conducting, planning, sourcing, collating, interrogating and synthesising transactional data and data holdings. You will employ suitable analytic methods using appropriate tradecraft to develop sound, defensible and predictive intelligence assessments. The role will contribute to the development of written intelligence product to support and inform stakeholder decision making including operational teams, multi-agency task forces, regional investigators, senior level national stakeholders and external agencies. You will also present intelligence briefings and conducting debriefs as required.

Assessment Officer

The Assessment Officer role is responsible for producing high-quality and accurate fit and proper person assessments and statement of findings of facts within set timeframes whilst complying with legislative, policy and security frameworks. This will be accomplished through understanding and utilising analytical tools and techniques in the development of defensible assessments, including determining information relevance. The role will contribute to the regulation of Australia's biosecurity, and you will be working in a motivated and professional team, with a wide range of skill sets and backgrounds. The role can be Australia wide based locations with flexible working arrangements.

Duties

What we are looking for

Knowledge and experience

The following knowledge and experience are desirable:

- Knowledge related to import and/or exports or agricultural industries.

Skills and capabilities

Successful applicants will demonstrate some or all the following:

- lead and/or conduct audits, assessing risk against relevant legislation, criteria, and guidelines.
- employ suitable analytic methods using appropriate tradecraft to develop sound, defensible and predictive intelligence assessments.
- contribute to the development of written intelligence products to support and inform stakeholder decision making.
- produce high-quality and accurate assessments and statement of findings of facts within set timeframes.
- identify, plan, and undertake research for assessments using specialist systems.
- ensure accurate and timely record keeping is maintained, meeting guidelines and client service standards.
- be observant, perceptive, versatile, and able to make decisions in a collaborative environment.
- work as part of a team and support staff in learning and development opportunities to improve skills.
- communicate, liaise, and negotiate with and respond to internal and external stakeholders and entities, including government agencies and industry parties, to achieve desired outcomes.
- be ethical and open minded with an ability to manage situations diplomatically.
- build and maintain productive working relationships within the department, with entities and across industry.
- commit to and lead business improvement initiatives, demonstrating a positive attitude towards change.

Eligibility

Mandatory qualifications

The successful candidates will need to obtain a Lead Food Safety Auditor qualification within the 6-month probationary period. This course is provided by the employer as part of induction. If you have current Food Safety or Lead Auditor qualifications, please include in your application.

Eligibility and other requirements

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

Security Clearance - The Auditor position requires a Baseline Vetting security clearance. The Intelligence Analyst and Assessment Officer roles require a Negative Vetting Level 1 security clearance. You will be required to obtain and maintain a clearance at this level.

Notes

Please Note:

Applicants are asked to nominate the role for which they are applying.

The key areas, or points, in this job description describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process.

The Compliance and Enforcement Division is seeking to fill several positions and create a merit pool to fill future vacancies as they may arise at the APS 5 level.

Contact

Name: Kate Tirchett - Audit and Assurance

Tiffany Byers- Operational Intelligence and Coordination

Phone number: Kate Tirchett - 0434 666 315 & Tiffany Byers - 0439 961 293

Email address: kate.tirchett@aff.gov.au & tiffany.byers@aff.gov.au

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kate Turchett, 0434 666 315
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0730264

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 11 October 2023

Biosecurity Plant and Science Services
Plant Import Operations Various

Job Title	Senior Technical Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/2382
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia's plant health status to achieve, maintain and expand overseas markets, whilst protecting the economy and environment from biosecurity risk. The division provides scientific analysis and technical advice, sets import conditions to enable the safe trade of plants and plant products, works to maintain and expand market access, conducts national surveillance activities including across Northern Australia, contributes to capacity building with trading partners and provides diagnostic and post entry quarantine services. The division works closely with stakeholders including communities and Indigenous rangers who assist in the management of biosecurity risk in the Torres Strait.

The Plant Import Operations Branch (PIO) is responsible for facilitating the safe importation of plants and plant products including:

- live plants for planting
- seeds for planting and consumption
- plant-based animal feeds
- plant-based fertiliser

- timber and wooden products
- plant fibre products
- fruit and vegetables
- fresh and dried cut flowers and foliage
- plant-related research material
- other plant-based products for consumption.

PIO contributes to the ongoing maintenance of Australia's favourable plant health status and market access interests by:

- setting plant import biosecurity policy in-line with international and national obligations
- assessing and issuing import permits for plants and plant products
- monitoring import pathways and verifying compliance with import requirements
- providing consistent and science-based technical advice to internal and external stakeholders.

The Propagative and Research Materials Program is responsible for a range of plant materials intended for planting or propagation, including whole plants, bulbs and cuttings, seeds for sowing, as well as bio-control agents and research materials of plant origin.

The Plant Product Imports Program is responsible for a range of processed plant products including plant-based animal feeds, seeds and grains for consumption and timber.

The Plant Imports Reform Team is responsible for enhancing plant import operational policies and activities and driving reform to deliver on Biosecurity 2030 priorities. The team is building branch capacity to enhance our people, processes, and systems to be future ready.

The Biosecurity Assurance Program is responsible for providing a range of supporting functions to the operational teams including managing, reviewing and developing training and instructional material for plant import activities, developing support material to strengthen and enhance the regulatory capability of officers, co-ordinating and managing pathway assurance and verification activities, co-ordinating amendments to the biosecurity legislation, and providing data analysis and analytics to support the performance management of import pathways.

The Plant Innovation Centre is a dedicated plant-biosecurity research and development team of scientists based at the national Post Entry Quarantine (PEQ) facility at Mickleham, Victoria. The PEQ facility is a state of the art, world class plant and animal biosecurity centre and includes BC2 and BC3 research and diagnostic laboratories.

Duties

The Jobs

As an APS 6 Senior Technical Officer in PIO, you will support Executive Level officers by leading and coordinating work within your team to facilitate the safe importation of plants and plant products. Duties include, but are not limited to:

- developing and maintaining effective import conditions
- undertaking and overseeing technical assessments of import permit applications and issuing import permits
- providing sound technical advice to external stakeholders on operational biosecurity clearance issues and import conditions, and engaging collaboratively with internal stakeholders to effectively manage biosecurity risk
- supporting and executing biosecurity assurance and verification activities to ensure the biosecurity risk management system is effective and working as intended.
- developing and reviewing instructional material related to plant import activities.
- supervising, developing, and onboarding staff.
- assisting with project and program planning, scheduling, tracking and reporting, as well as development and implementation of reform projects for the branch.

Please note that this recruitment process will be used to fill several ongoing vacancies across the branch but may also be used to fill future ongoing and non-ongoing vacancies where the duties are of a similar nature. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 2 years in total. Some of these non-ongoing positions may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

Flexible work 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

Knowledge and experience

- An understanding of plant biosecurity in a national and international framework.
- Knowledge of, or the ability to quickly acquire knowledge of, key plant import pathways and operational systems relevant to importing goods, and/or departmental systems such as BICON and AIMS.
- Experience in supporting program and/or project management.
- Experience with audit processes and/or audit qualifications.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tim Lewis, 0422 030 395
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0730263

Administrative Appeals Tribunal

Closing Date: Wednesday 04 October 2023

Tribunal Support
Registry Operations

Job Title	Tribunal Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$71,223 - \$77,331
Classification	APS Level 4
Position Number	Various
Agency Website	http://www.aat.gov.au/

Job Description

www.aat.gov.au

We are looking for enthusiastic, flexible, and reliable people with a “can do” attitude and the ability to work efficiently and effectively in a fast-paced work environment.

Our Tribunal Officer roles are flexible and are broadly responsible for providing support for the operations of the Tribunal. Tribunal Officers may work across any division of the AAT and perform a range of functions.

Depending on where you're needed, in these roles you may:

- Provide great client service and administrative support to internal and external stakeholders
- Efficiently manage cases to support hearings or alternate dispute resolution practices
- Provide direct case management, case analysis and administrative support to Tribunal Members and/or Conference Registrars
- Analyse applications to assess appropriate review pathways
- Assess and determine requests from clients for fee reductions and access to case documents
- Review case files to identify issues and to prepare case-related information and correspondence.

Duties

In accordance with the APS values and APS Code of Conduct, a Tribunal Officer will be required to perform the following duties:

- **Case management:** Develop and maintain a good knowledge of applicable legislation and policy frameworks, operations, and practices of the divisions of the Tribunal. Manage a caseload and undertake case management tasks under general direction. Interpret and apply policy and procedures to sets of facts to make recommendations in relation to case pathways, prepare case-related information and make decisions in accordance with delegations and procedures.
- **User engagement:** Liaise with users of the Tribunal's services in relation to cases before the Tribunal, conduct outreach calls to self-represented applicants and provide accurate procedural information.
- **Administrative assistance:** Maintain and update case files using case management systems and undertake general administrative support functions, including data entry, management of incoming and outgoing correspondence, copying and mailbox management.

To view the Position Description, please click on the Apply button.

The annual salary for this position is from \$71,223 to \$77,331 plus 15.4% superannuation.

Your Cover Letter must reference the required capabilities and experience within the position description attached to this advertisement. Please note that applicants who do not address the required capabilities and experience will not progress to shortlisting. Your Cover Letter referencing the required capabilities and experience should be limited to 2 pages in total.

Your Resume/CV should not exceed 3 pages in total.

Applications for this role will close at **11:30pm AEST on Wednesday 4 October 2023**

Should you have any questions about the recruitment process, please feel free to reach out via email to Recruitment@aat.gov.au

Should you have any questions about the particular location, please reach out to:

Brisbane: Jonathan Hart, Jonathan.Hart@aat.gov.au or 07 3052 3034

Canberra: Molly Smith, Molly.Smith@aat.gov.au or 02 6243 4669

Melbourne: Nicole Trevascus, Nicole.Trevascus@aat.gov.au or 03 9454 6169

Perth: Samantha McFarland, Samantha.McFarland@aat.gov.au or 08 6222 7293

Sydney: Carina Nilma, Carina.Nilma@aat.gov.au or 02 9276 5478 **Eligibility**

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and health assessment.

More information about our agency, this position, its scope, accountabilities, and required capabilities and experience, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au

Read about the current reform of the Australian federal administrative review system on the Attorney-General's website, www.ag.gov.au

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing or ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

To Apply

Position Contact	Recruitment, 02 9276 5443
Agency Recruitment Site	www.aat.gov.au

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Attorney-General's

Vacancy VN-0730198

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Wednesday 04 October 2023

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	DevOps Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,452 - \$97,832
Classification	APS Level 6
Position Number	50004600
Agency Website	https://www.acic.gov.au/

Job Description

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

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

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

About the branch

The Intelligence and Information Systems (IIS) Division provides critical ICT infrastructure, systems and services for the ACIC and its partner agencies in support of its strategic purpose and mission.

The Systems Design and Delivery (SDD) Branch is responsible for the delivery of all ICT projects to uplift or enhance the technology capabilities in collaboration with ACIC's national, international, jurisdictional and industry partners. SDD applies systems-thinking, incremental delivery practices and close engagement with the users and the business owner to discover opportunities, design solutions and implement systems that meet the needs of the agency and our customers.

Duties

The DevOps Engineer is critical to managing the processes and tools needed to maintain the ACIC's portfolio of software-based business systems. The successful applicant will work with development, testing, production support and infrastructure teams to improve software delivery pipelines in the agency. The applicant will manage tools in the environment.

Key responsibilities include:

- Maintaining and enhancing software delivery pipeline tooling for software-based business systems
- Supporting quality assurance teams by providing technical support for test automation
- Developing and unit testing software for projects and business as usual activities
- Documenting software delivery pipeline designs, procedures, and processes for developers, infrastructure, and testing teams
- Working with developer, testing, and infrastructure teams to achieve desired software delivery pipeline outcomes
- Supporting common services and business applications in production environments.

Our ideal candidate

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

- Proven experience with software development, especially in Java and/or Javascript/Typescript
- Knowledge of, and experience with, the configuration and administration of common tools that make up software delivery pipelines (such as Git, Jenkins, Docker, Kubernetes, etc...)
- Ability to automate tasks within a software development pipeline (through knowledge and experience using scripting languages, REST APIs, etc...)
- Ability to coordinate with other technical teams to achieve goals
- Proactive approach to work, ability to push forward tasks despite obstacles
- Ability to triage, analyse, and resolve complex technical issues and computing environments.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS, unless the agency head has agreed otherwise, in writing. For further information, contact the Recruitment Team.
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.
- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

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

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

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Andrew, 02 6268 7611
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0730196

Australian Human Rights Commission

Closing Date: Sunday 08 October 2023

Australian Human Rights Commission (the Commission)
Australian Human Rights Commission (the Commission)

Job Title	President
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	N/A
Agency Website	

Job Description

<https://www.ag.gov.au/about-us/careers/statutory-appointments>

The Australian Human Rights Commission (the Commission) is an independent statutory authority and Australia's national human rights institution, established under the Australian Human Rights Commission Act 1986 (Cth) (AHRC Act) and accredited internationally as an A status institution under the Paris Principles. The Commission has a range of duties, functions and powers with respect to human rights under the AHRC Act and Commonwealth anti-discrimination legislation, including promoting community awareness of human rights, investigating human rights issues of national importance, conciliating anti-discrimination complaints, reviewing legislation for compliance with human rights, and advising the Government on legislation and policy relating to human rights.

The Commission currently consists of the President and seven Commissioners. Further information about the Commission's strategic and operating framework is available in the Commission's latest Corporate Plan and Strategic Plan.

The Commission's office is located in Sydney. Further information about the Commission is available on the Commission's website.

Duties

The position of President is established by the AHRC Act. The President is Agency Head under the Public Service Act and the senior member of the Commission and is responsible for managing the administrative affairs of the Commission. For the purposes of the Public Governance, Performance and Accountability Act 2013, the President is the accountable authority of the Commission.

In accordance with the AHRC Act, the President has legislative responsibility for the Commission's complaints handling procedures. This includes inquiring into and attempting to conciliate complaints of unlawful discrimination, complaints that an act or practice of the Commonwealth is inconsistent with or contrary to human rights and complaints relating to equal opportunity in employment.

The President represents the Commission in a number of capacities in domestic and international fora and may be required to perform other statutory roles or functions under Commonwealth legislation. The role of the President also involves public advocacy of human rights issues.

Eligibility

To successfully undertake the role of President of the Australian Human Rights Commission, an applicant will:

- have a detailed knowledge and understanding of Australian human rights law and discrimination law, the international human rights framework, human rights issues faced by people in the relevant communities, and government policies relating to all protected attributes under the relevant discrimination legislation, or the ability to acquire such knowledge and understanding quickly
- be a strong leader, with the ability to build coalitions for change within the government, corporate and non-government organisation sectors, while maintaining an independent advocacy role
- be able to communicate with influence, to listen to any audience and to develop measured, considered and evidence-based solutions to public policy challenges
- have a strong presence and be comfortable with significant media and public attention
- have the ability to operate co-operatively as a member of the Commission, and to provide managerial, strategic and professional leadership of the highest order to Commission staff.

In addition to meeting eligibility requirements, applicants for the position of President will meet the following selection criteria consistent with the Guidelines for appointments to the Australian Human Rights Commission:

- Demonstrate high level leadership and vision
 - o set a strategic vision and inspires others to achieve this
 - o innovative in dealing with issues
 - o articulate a clear direction for their organisation
- Manage large and/or complex operations
 - o achieve results within the context of organisational and/or Government policy
 - o strong people management skills
 - o strong financial management, ensuring efficient, effective and ethical use of resources
 - o understanding of and commitment to quality organisational governance
- Work with others to meet objectives
 - o operate collaboratively with others to meet organisational objectives
 - o cultivate productive relationships
 - o listen to people and values different perspectives
- High level of judgement
- Demonstrate a high standard of professional and personal integrity and capacity to promote these in an organisation.

Further information on the Senior Executive Leadership Capability Framework can be found at the Australian Public Service Commission website. **Notes**

The appointment will be for up to five years and the Commission's office is in Sydney. Remuneration and allowances for the position are set by the Remuneration Tribunal. Remuneration Tribunal (Remuneration and Allowances for Holders of Full time Public Office) Determination 2023 can be viewed on the Remuneration Tribunal website.

How to apply:

Applications must include:

- an application of no more than 4 pages, including a statement of claims against the eligibility and selection criteria as outlined
- a resume of no more than 6 pages outlining qualifications, experience and expertise
- the names and contact details of at least two referees who have direct and relevant experience of the applicant's work.

Applicants will be notified prior to referees being contacted.

Applicants are encouraged to request reasonable adjustments as required to assist your participation in this recruitment process.

Applications should be emailed to Matt Smee at governmentexecutive@hudson.com by 11:59pm AEDT on Sunday, 8 October 2023.

Contact:

Enquiries about the position or application can be emailed to appointments@ag.gov.au.

Assessment process:

Applicants will be initially assessed by a panel on their written application. Shortlisted applicants will be further assessed by the panel at interview.

Communication:

All advice and communication will be sent to applicants via email. Please ensure the email address provided is correct.

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

About the Australian Human Rights Commission

To Apply

Position Contact	Matt Smee, N/A
Agency Recruitment Site	https://www.ag.gov.au/about-us/careers/statutory-appointments

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Attorney-General's

Vacancy VN-0730197

Australian Human Rights Commission

Closing Date: Sunday 08 October 2023

The Australian Human Rights Commission (the Commission)
The Australian Human Rights Commission (the Commission)

Job Title	Aboriginal and Torres Strait Islander Social Justice Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	N/A
Agency Website	

Job Description

<https://www.ag.gov.au/about-us/careers/statutory-appointments>

The Australian Human Rights Commission (the Commission) is an independent statutory authority and Australia's national human rights institution, established under the Australian Human Rights Commission Act 1986 (Cth) (AHRC Act) and accredited internationally as an A status institution under the Paris Principles. The Commission has a range of duties, functions and powers with respect to human rights under the AHRC Act and Commonwealth anti-discrimination legislation, including promoting community awareness of human rights, investigating human rights issues of national importance, conciliating anti-discrimination complaints, reviewing legislation for compliance with human rights, and advising the Government on legislation and policy relating to human rights.

The Commission currently consists of the President and seven Commissioners. As a member of the Commission, the Aboriginal and Torres Strait Islander Social Justice Commissioner will be expected to contribute to the governance and leadership of the Commission. The President handles all complaints at the Commission. The Aboriginal and Torres Strait Islander Social Justice Commissioner has no role in the complaint handling functions of the Commission. Further information about the Commission's strategic and operating framework is available in the Commission's latest Corporate Plan and Strategic Plan.

The Commission's office is located in Sydney. Further information about the Commission is available on the Commission's website.

Duties

The Aboriginal and Torres Strait Islander Social Justice Commissioner leads the Commission's work relating to the protection and promotion of the human rights of Aboriginal and Torres Strait Islander peoples. This may include undertaking research and education campaigns and monitoring legislation and policy for compliance with the human rights of Indigenous Australians. The Commissioner may report to the Attorney-General regarding the enjoyment and exercise of human rights by Aboriginal and Torres Strait Islander peoples (Social Justice Report) and also in relation to native title (Native Title Report), including recommendations on the action that should be taken to ensure that these rights are observed.

Eligibility

Applicants for the position of Aboriginal and Torres Strait Islander Social Justice Commissioner will have significant experience in 6community life of Aboriginal and Torres Strait Islander people, as required under subsection 46B of the AHRC Act.

Selection Criteria:

To successfully undertake the role of Aboriginal and Torres Strait Islander Social Justice Commissioner, an applicant will:

- have a detailed knowledge and understanding of Australian human rights and discrimination law and intersections with other forms of discrimination, the international human rights framework, human rights issues faced by people in the relevant communities, and government policies relating to all protected attributes under discrimination law, or the ability to acquire such knowledge and understanding quickly
- be a strong leader, with the ability to build coalitions for change within the government, corporate and non-government organisation sectors, while maintaining an independent advocacy role
- be able to communicate with influence, to listen to any audience and to develop measured, considered and evidence-based solutions to public policy challenges
- have a strong presence and be comfortable with significant media and public attention
- have the ability to operate co-operatively as a member of the Commission, and to provide managerial, strategic and professional leadership of the highest order to Commission staff

In addition to meeting eligibility requirements, applicants for the position of Aboriginal and Torres Strait Islander Social Justice

Commissioner will meet the following selection criteria consistent with the Guidelines for appointments to the Australian Human Rights Commission:

- Shapes strategic thinking
 - o Inspires a sense of purpose and direction
 - o Focuses strategically
 - o Harnesses information and opportunities
 - o Shows judgement, intelligence and common sense
- Achieves results
 - o Builds organisational capability and responsiveness
 - o Marshals professional expertise
 - o Steers and implements change and deals with uncertainty
 - o Ensures closure and delivers on intended results
- Cultivates productive working relationships
 - o Nurtures internal and external relationships
 - o Facilitates cooperation and partnerships
 - o Values individual differences and diversity
 - o Guides, mentors and develops people
- Exemplifies personal drive and integrity
 - o Demonstrates professionalism and probity
 - o Engages with risk and shows personal courage
 - o Commits to action
 - o Displays resilience
 - o Demonstrates self-awareness and a commitment to personal development
- Communicates with influence.
 - o Communicates clearly
 - o Listens, understands and adapts to audience
 - o Negotiates persuasively

Further information on the Senior Executive Leadership Capability Framework can be found at the Australian Public Service Commission website. **Notes**

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

About the Australian Human Rights Commission

To Apply

Position Contact	Matt Smee, N/A
Agency Recruitment Site	https://www.ag.gov.au/about-us/careers/statutory-appointments

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Attorney-General's

Vacancy VN-0730321

Australian Human Rights Commission

Closing Date: Wednesday 04 October 2023

Corporate Services People and Culture

Job Title	Senior Advisor People & Culture
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$107,355 - \$120,025
Classification	Executive Level 1
Position Number	N/A
Agency Website	

Job Description

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

The Commission is Australia's National Human Rights Institution. We promote and protect human rights in Australia.

Partner with thought leaders to lead innovative culture and wellbeing programs!

Duties

The Senior Advisor People & Culture will manage the design, development and implementation of a range of people and culture programs to build organisational capability and enhance the employee experience.

Reporting to the Director People and Culture, the Senior Advisor People & Culture will design leading practice programs and initiatives across culture & wellbeing, diversity & inclusion, organisational development and talent management. A key aspect of this role will include developing a contemporary approach to the delivery of people initiatives across the entire employee lifecycle.

To be successful and achieve impactful people outcomes we are looking for a highly motivated person who has:

- An Innovative approach to the development of culture and wellbeing programs,
- Excellent verbal and written communication skills with an ability to engage with diverse stakeholders and liaise with staff from diverse backgrounds,
- Well-developed planning and organisational skills with the ability to manage multiple projects and deliverables ensuring effectiveness of people programs,
- The ability to use Human Resources Information Systems and introduce HR metrics to measure effectiveness of people programs,
- The ability to influence stakeholders and positively manage organisational change.
- Facilitation skills to deliver inhouse learning and professional development programs.

Eligibility

Notes

To apply for this opportunity, please email your CV and a one-page pitch to Merle Mendonca (merle.mendonca@humanrights.gov.au) outlining why you are interested in the role and what you would bring to the role.

About the Australian Human Rights Commission

To Apply

Position Contact	Merle Mendonca, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/

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Attorney-General's

Vacancy VN-0730302

Commonwealth Ombudsman

Closing Date: Wednesday 04 October 2023

Various

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT, Adelaide SA, Perth WA
Salary	\$109,223 - \$117,945
Classification	Executive Level 1
Position Number	Various
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%2D>

The Office of the Commonwealth Ombudsman (the Office) is looking to fill several existing and expected vacancies at the Executive Level 1 level. These roles are in positions responsible for delivering operational and strategic outcomes for the Office and the Australian community.

We are seeking strong leaders and highly capable managers who are passionate about serving the Australian community and influencing change. The successful candidates will have broad experience in service and program delivery, investigations, change and program management, policy development, continuous improvement, integrity functions or similar.

Our work across the Office is varied. Roles may be available across the following Job Families.

Complaints and Service Delivery:

Complaint and Program Delivery Officers assess and deliver client services and undertake administration of programs, special projects and support services. They assess and impartially resolve complaints received by the Office via email, web application as well as telephone. They conduct and oversee complex complaint investigations through to resolution.

Compliance and Regulations:

Inspection and Assessment Officers oversee operating controls, processes and practices. They may also recommend changes and enhancements to existing policies and controls to make sure they are current, adequate, functional and utilised in accordance with standards established by legislative or other frameworks.

Corporate/ Enabling Services:

Corporate / Enabling provide support to business areas to deliver their core functions and includes:

Accounting and Finance

Data And Research

Executive Support/ Assistance

Human Resources

ICT

Legal

Marketing and Communications

Duties

Duties are to be performed under broad direction from a manager (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. As an EL1 your duties will include:

- Managing the daily deliverables and work of your team, including working closely with your Director and other team leaders in a geographically dispersed environment.
- Establishing priorities, setting goals, and monitoring the performance of your team consistent with the broader delivery strategies and performance measures of your Branch and the Office.
- Communicating effectively orally and in writing to a variety of audiences, and providing advice based on 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.
- Supporting the development of your team through the mentoring of staff and the demonstration of personal expertise in the performance of the additional duties.

Eligibility

The successful candidate must:

- be an Australian citizen, and
- have the ability to obtain and maintain a security clearance at a level appropriate to the position offered. The level of the security clearance will be dependent upon the requirements of the position.
- Some roles: undergo a pre-employment psychological assessment. Some areas of the Office's work involve exposure to potentially distressing information and materials. It is important we are confident you will be able to engage with this work without experiencing harm to your wellbeing.

Notes

In our Office EL 1s are Executive Leaders who play key management roles. This means we can offer you a working environment with a high level of autonomy, exposure to a broad range of issues and the opportunity to work directly with the Office's Executive, including the Office's Senior Executive Service and the Deputy and Commonwealth Ombudsman. In addition, we offer:

- Competitive salary commensurate with skills and experience
- Flexibility of location with Offices in Adelaide, Canberra, Brisbane, Melbourne, Sydney and Perth.
- Flexible working arrangements to support your work/life balance.
- Generous leave arrangements: four weeks annual leave, 20 days personal leave and 3.5 days of additional paid Christmas Shut down.
- 15.4% Agency superannuation contribution.
- Opportunities to access targeted professional development that meets your career development goals.

How to apply

Your application should include:

- A 1-page (700 word maximum) statement of claims against the selection criteria outlining your suitability for the position, ensuring that you include specific examples of your skills and experience relevant to the job advertised and the qualities referenced in our ideal candidate information.
- A current Resume, of up to 4 pages
- Contact details for two referees including your current direct supervisor

First time applying for a role in the Australian Public Sector? The Cracking the Code guide provides useful hints and tips.

Your application must be submitted via the link in the current vacancies page by 11:30pm AEST on 05 October 2023.

For questions about specific roles, please contact:

Lisa Collett, Chief Operating Officer on 02 6243 1646 or via email: lisa.collett@ombudsman.gov.au

For questions about the recruitment process, please contact human.resources@ombudsman.gov.au

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 oversees, 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	Lisa Collett, 02 6243 1646
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2

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Attorney-General's

Vacancy VN-0730179

National Anti-Corruption Commission

Closing Date:Friday 31 May 2024

Various
Various Various

Job Title	NACC Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Perth WA, Brisbane QLD
Salary	\$71,470 - \$152,120
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	https://nacc.gov.au/

Job Description

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

The National Anti-Corruption Commission

The National Anti-Corruption Commission enhances integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

NACC staff

- investigate allegations of corruption
- gather and analyse intelligence and data

- provide corruption prevention advice and support
- provide legal advice to support investigations
- deliver high quality corporate services
- are passionate about preventing corruption.

Duties

The Temporary Employment Register

The Temporary Employment Register is open for candidates to register a general expression of interest for employment with the National Anti-Corruption Commission (NACC). The Temporary Employment Register enables NACC to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions. Opportunities may be offered on a full-time, part-time or intermittent/irregular (casual) basis for up to 18 months, depending on operational requirements.

Vacancies may be identified in Canberra, Melbourne, Perth or Brisbane.

Important notes

There is no guarantee that an offer of employment will be made whilst your application remains on the register - you will only be contacted regarding your application if a vacancy arises that matches your skills and experience. There is no possibility of ongoing employment from an application submitted through this register. To view our ongoing employment opportunities, please go to the current vacancies listing on NACC's website.

Candidates who have taken a voluntary redundancy from an APS Agency may be restricted from subsequent APS employment. For further information on how this may affect you please refer to the Australian Public Service Commissions website.

We would welcome expressions of interest from all professions, including:

- administration and governance
- accountancy and financial services
- human resources
- information technology
- communications and media
- legal services
- strategic and operational intelligence
- investigations
- digital and accounting forensics
- security and facilities
- support for NACC's operational capability under the Telecommunications (Interception and Access) Act 1979.

Eligibility

Position eligibility requirements:

Employment with NACC is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security Clearance** – this is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- **Suitability assessment** - NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.
- **Probation** - A probation period will apply to any new non-ongoing engagement for six months or more to the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, with the inherent requirements of the position.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation
- an additional 3 days paid leave between Christmas and New Year
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements
- an option to purchase additional leave, up to 4 weeks per year.

NACC provides a service allowance of \$1,827 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working in NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Recruitment Team, recruitment@nacc.gov.au
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0729835

Department of Defence

Closing Date: Monday 02 October 2023

Joint Capabilities Group
ICT Operations Division

Job Title	Assistant Director - ICT Services (South Australia)
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JCG/08918/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4CD038DD-AB8B-2EA4-0FBC-D2032E516F3B>

Duties

The Role

The Assistant Director - ICT Services leads a team of Australian Public Service (APS), Australia Defence Force (ADF) and contracted resources to provide customer focused, integrated ICT services to Defence personnel across their region. The Assistant Director is accountable for the ICT Service coordination of Deskside Support services, Customer Relationship Management, Regional Project Support, Audio Visual Support, Communication Security Support and Asset management, storage and logistics.

This position is accountable to lead a large workforce of distributed resources, is responsible for the governance of all regional delivered ICT Services and will perform a senior leadership role for their local workforce, including leading learning and development, mentoring and performance management.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) and Chief Information Officer Groups (CIOG) representative for all products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in Defence"

Our Mission is to advocate on behalf of Defence ICT users the efficient and effective delivery of Enabler Services with specific emphasis on CIOG provided services across all regions both nationally and internationally with the intent on improving the customer experience.

Our Ideal Candidate

The successful applicant will utilise their initiative and experience to coordinate services to meet Defence outcomes. They will utilise their high level communication and stakeholder engagement skills to develop productive working relationships, manage expectations and to support integrated enabling services to Defence.

In this role, you will work in a multi vendor support environment within a framework of legislation, established principles, work practices and procedures in support of Defence missions and business objectives.

You will work with reasonable discretion to investigate information from diverse sources and explore innovative approaches to support the longer-term business objectives. You will plan, implement and review ICT service activities to meet customer and business requirements and may monitor service level agreements and will exercise initiative and judgement to achieve results.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Kyle Murphy, 02 5130 1608
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4CD038DD-AB8B-2EA4-0FBC-D2032E516F3B

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Defence

Vacancy VN-0729910

Department of Defence

Closing Date: Wednesday 01 November 2023

Defence Intelligence Group
Intelligence Capability Division

Job Title	Assistant Director Psychologist
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	DIG/08926/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=83C63B67-8B74-DF3D-675E-D2036B8C9805>

Duties

Your Role

- Are you passionate about applying your psychological skills in a dynamic, high tempo organisational setting?
- Would you like to use your psychological expertise to drive recruitment, people capability management and organisational health initiatives?
- Are you confident and agile in dealing with complex people management and psychological issues?

If you are looking for a career where your work has a profound impact on upholding our nation's security, you have come to the right place. The Defence Intelligence Group (DIG) is on the forefront of world-altering events.

DIG Psychological Services is expanding and we are seeking a highly motivated Assistant Director Psychologist who will:

- Contribute to DIG psychological services strategic outcomes as part of the psychology leadership group.
- Conduct complex and specialised psychological assessments and deliver evidence-based therapeutic interventions and training across the Group.
- Offer high level psychological consultation to both internal and external stakeholders.
- Deliver and contribute to staff leadership, management and development programs.

This is a rare opportunity to hone and develop your leadership skills in a unique and rewarding environment. Strong consideration will be given to suitably experienced psychologists seeking to move into supervisory or leadership roles, or the next phase of their careers.

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

Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

Our Team

The Defence Intelligence Group (DIG) Psychological Services team deliver services across the entire Defence Intelligence Group. Successful candidates will have the exciting opportunity to help shape the work of psychology services in the DIG and provide specialist capability and support functions to Defence Intelligence.

You will have the opportunity to work as part of a collaborative, flexible team and engage with key stakeholders across the Group and other parts of the Defence Organisation and National Intelligence Community.

You will be involved in a range of leadership and clinical activities, such as supervision and training of DIG Psychology psychologists, provide expert advice to DIG management and senior executive, provide psychological support to staff, conduct complex psychological assessments, undertake training and support and drive strategic capability.

Our Ideal Candidate

Strong consideration will be given to suitably experienced psychologists seeking to move into supervisory or leadership roles, or the next phase of their careers.

The ideal candidate will be a scientist-practitioner who has high levels of clinical and/or forensic knowledge, organisational abilities, and strong time management skills. Applicants applying will also be required to demonstrate excellent rapport-building and liaison skills, combined with high-level oral and written communication skills. **Eligibility**

Security Clearance

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

Mandatory Qualifications

This psychology position requires a Bachelor of Psychology.

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Name Withheld, 02 6270 5952
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=83C63B67-8B74-DF3D-675E-D2036B8C9805

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Defence

Vacancy VN-0730292

Department of Defence

Closing Date: Sunday 24 September 2023

Defence Intelligence Group
Intelligence Policy & Priorities

Job Title	Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	DIG/07560/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D201255B-3C12-EBAD-30EC-D1EF2704C453>

Duties

The Role

We have several policy and analyst vacancies at the APS5 level across our four teams. Depending on the specific position, you will undertake a range of the duties set out below.

Intelligence Strategy and Policy

- Develop and provide policy advice on a range of Defence, whole-of-government and international intelligence issues.

- Engage with a range of stakeholders to facilitate a One Defence approach to key intelligence policy issues, including reviews, legislation, and enterprise related matters.
- Contribute to the implementation of the Defence Intelligence Enterprise (DIE) Strategy, and the development and implementation of subordinate frameworks and policy positions.
- Contribute to the management of the DIG's strategic international partner engagement function, including working closely with international partners and facilitating senior-level engagements.

Intelligence Priorities and Mission

- Support the Defence Intelligence Prioritisation Framework, which provides the strategic direction to the DIE.
- Ensure Defence's intelligence equities are integrated within the National Intelligence Community mission management framework.
- Develop data-driven business intelligence to support the ongoing evaluation of performance and effectiveness against present intelligence requirements and future access needs.
- Enable the Defence Intelligence Prioritisation Steering Group and other intelligence prioritisation governance bodies, including through secretariat duties.
- Develop input and provide policy advice on a range of Defence, NIC and whole-of government issues.

Partnership Coordination Office

- Support collaboration and partnership with a key Defence stakeholder agency.
- Assist in engagement with diverse internal and external stakeholders, ensuring alignment with Government direction.
- Assist in the development of policy advice to the Chief of Defence Intelligence to support strategic partnership outcomes, and work closely with whole-of-government stakeholders to implement strategic direction.

DIG Intelligence Hub

- Support the day-to-day operations of the Hub and working collaboratively with our partners and stakeholders to achieve required outcomes.
- Assist with access to high quality intelligence within the facility for key Defence stakeholders.
- Contribute to the development and maintenance of relationships within many areas of Defence.
- Support the Secretariat to the Intelligence Enterprise Committee
- Contribute to the development and implementation of the Hub engagement and information sharing strategy.
- Assist in the maintenance of a data-driven business analytics capability to support the ongoing evaluation of intelligence reporting provided through the Hub network.

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

Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and

ceased.

It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

As part of Intelligence Policy and Priorities Branch you will have the unique opportunity to shape, set and implement new policy and priority objectives within the dynamic DIE, and deliver a One Defence approach to achieving Defence intelligence policy outcomes.

We are trusted to provide high-quality and insightful policy advice, and deliver a coordinated approach to key strategic issues. We come from a diverse range of backgrounds and experiences – and we harness this diversity as a key component of our everyday business.

We are a Branch that supports professional development and growth opportunities for all staff, and we support a sensible work-life balance.

Our Ideal Candidate

Successful candidates will be highly motivated, adaptable and resilient in their approach to contributing to, leading and delivering strategic outcomes. To succeed in these roles, applicants must be able to demonstrate:

- Excellent judgement, problem solving skills and initiative;
- Ability to work independently and as part of a small, high-performing team;
- Ability to develop productive relationships with diverse stakeholders, including the ability to negotiate solutions to complex and very sensitive matters;
- Strong written communication skills and the ability to nuance products for different audiences;
- Ability to think strategically and navigate ambiguity in a fast-paced environment;
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Name Withheld, 02 6265 2293
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D201255B-3C12-EBAD-30EC-D1EF2704C453

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Education, Skills and Employment

Vacancy VN-0730185

Safe Work Australia

Closing Date: Monday 02 October 2023

The Office of the Chief Executive Officer Secretariat and Governance Section

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$84,405 - \$90,091
Classification	APS Level 5
Position Number	To be advised
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Safe Work Australia (SWA) is seeking candidates to fill multiple Executive Assistant positions at the APS Level 5.

As an Executive Assistant you will play an important role by supporting the Executive team and broader workforce to progress the Agency's work.

Duties

As an Executive Assistant you will:

- provide high level executive, administrative and coordination support including managing and organising meetings and briefings

- work collaboratively with other Executive Assistants and Agency staff
- build and sustain strong professional relationships with internal and external stakeholders
- demonstrate discretion, time management, attention to detail and have excellent communication skills
- managing secretariat functions across the Agency including coordinating meeting dates, agendas, attendance lists and tasking talking points and/or papers
- exercise sound judgement and common sense, and use initiative when required
- train, mentor and assist employees on administrative duties within the work area
- manage the Executives' office, email inbox and work schedule, including prioritising the Executive's time and drawing attention to matters of priority
- act as the first point of contact for the Executive Office by providing a high level of client services to internal and external stakeholders through phone calls, emails and general correspondence
- coordinate meetings with internal and external stakeholders, ensuring the Executive have all required information and material for meetings including printing and preparing briefing packs
- provide general administration support for staff including ordering stationery, booking travel and arranging training
- coordinate and manage travel and accommodation for the Executive and staff, including organising and booking Executive travel and reconciling credit cards for approval by the relevant delegate, and
- undertake other duties as required.

The successful applicant will demonstrate:

- a high level of professionalism and championing the behaviours in line with the SWA behaviours and APS Code of Conduct
- a positive, can-do, customer focused attitude
- strong communication and stakeholder engagement skills
- strong attention to detail
- honesty, trustworthiness and reliability
- resilience and problem solving skills, and
- problem solving skills and the ability adapt quickly to change.

Eligibility

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

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

Notes

Education and experience

People with a range of backgrounds and experience could succeed in this role and no specific qualifications are required. Experience in a similar role and an excellent understanding of the Microsoft Office suite, Windows 10 operating environment and HPE Content Manager (TRIM) are advantageous.

How to apply

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by 11.30pm (AEDT), Monday 2 October 2023

- a completed application coversheet – please specify which level you are applying for
- a resume outlining your career history and qualifications

- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS 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>

About the Safe Work Australia

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

To Apply

Position Contact	Damien Crisp, (02) 6212 6308
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Education, Skills and Employment

Vacancy VN-0730246

Safe Work Australia

Closing Date: Wednesday 04 October 2023

Office of the Deputy CEO Corporate Services

Job Title	Business Services Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,421 - \$82,225
Classification	APS Level 4
Position Number	TBA
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Safe Work Australia is seeking an APS level 4 Business Services officer for the Corporate Services Section. The Corporate Services section is a new section being established with responsibility across a number of corporate areas – security, fraud, integrity, information management and business services. Successful applicants will have the opportunity to shape the culture of this new team.

To be successful in this role you will show initiative, plan and manage tasks to completion and engage with stakeholders across the Agency. You will need to have:

- good communication skills, both written and oral
- strong planning and organisational skills
- good stakeholder engagement skills
- excellent initiative, judgement and a proactive approach.

Duties

The successful applicant in this role will be responsible for:

- Developing and maintaining a productive relationship with our Property Service Provider and building manager to identify property needs, raise jobs in the system and escort service providers while in the building.
- Facilitating the development and implementation of the Property Plan, Property Asset Maintenance Plan and annual business plan by the Property Service Provider.
- Reviewing and responding to property reporting requirements including the annual Australian Government Property Register, APS Net Zero and monthly property expenditure.
- Overseeing the management of internal office accommodations and provision of ICT hardware.
- Developing and maintaining a productive relationship with our ICT shared services provider, facilitating the two-way sharing of information to meet the Agency's business needs and respond to emerging issues.
- Developing Personal Emergency Evacuation Plans with staff who identify as requiring additional assistance to safely evacuate.
- Drafting procedures, communication materials and briefings.
- Assisting in the management of the Agency's records management system.
- Contributing to projects being undertaken by the Corporate Services Section.

This role involves physical activities such as unpacking laptops, moving in and under desks to

secure laptops to them, moving conference room tables (which have wheels), opening conference room doors, lifting loads up to 10Kgs, escorting visitors around the floor (sometimes multiple visitors in a day), and stacking supplies in the storeroom.

At this stage, the role requires a full-time office presence due to the need to escort visitors, respond quickly to property issues or facilitate the resolution of ICT issues with our shared services provider. **Eligibility**

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

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

Notes

Education and experience

Demonstrated experience in a similar role is highly desired but we are committed to the ongoing development and will support the successful applicants as they build their knowledge and experience across the role.

How to apply

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by 11.30pm (AEDT), Wednesday, 4 October 2023

- a completed application coversheet
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS 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>

About the Safe Work Australia

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

restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths. Find out more about who we are and what we do.

To Apply

Position Contact	Kyra Hutchinson, (02) 6121 6675
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Education, Skills and Employment

Vacancy VN-0730262

Safe Work Australia

Closing Date: Wednesday 04 October 2023

Office of the Deputy CEO Corporate Services

Job Title	Senior Information Management Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$94,813 - \$104,457
Classification	APS Level 6
Position Number	00054676
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Safe Work Australia is seeking an APS 6 Senior Information Management Officer for the Corporate Services Section. The Corporate Services section is a new section being established with responsibility across a number of corporate areas – security, fraud, integrity, information management and business services. Successful applicants will have the opportunity to shape the culture of this new team.

To be successful in this role you will show initiative, plan and manage tasks to completion and engage with stakeholders across the Agency. You will need to have:

- strong planning and organisational skills

- good stakeholder engagement skills
- excellent communication skills, both written and oral
- excellent initiative, judgement and a proactive approach.

Duties

The successful applicant in this role will be required to:

- Plan and manage projects to build the Agency's Information Management maturity and capability including:
 - Developing an Information Asset Register
 - Scoping and making recommendations on records keeping requirements for datasets held in the cloud
 - Outlining the Chief Information Governance Officer and Chief Information officer's roles and responsibilities
 - Reviewing and updating record security
 - Sentencing and disposing of records in alignment with the National Archives Act 1983
- Engage with staff and stakeholders to provide advice on Information Management.
- Develop communication materials and training to build staff capability to meet records management requirements.
- Develop briefs, procurement materials and/or policies and procedures on Information Management and records keeping.
- Undertake regular reporting requirements including the Harradine Report and the National Archives of Australia's Check-up report.
- Review and assist to negotiate a new Memorandum of Understanding with our shared services provider for the provision of ICT services, Library Services and Records Management software.
- Contribute to the activities of the Corporate Services Section.

Eligibility

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

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

Education and experience

Demonstrated experience and/or qualifications in Information Management and records keeping is sought.

Notes

How to apply

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by 11.30pm (AEDT), Wednesday 4 October 2023

- a completed application coversheet
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

- job title
- classification, and

- vacancy number (VN) as per the APS 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>

About the Safe Work Australia

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To Apply

Position Contact	Kyra Hutchison, (02) 6121 6675
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Education, Skills and Employment

Vacancy VN-0730288

Safe Work Australia

Closing Date: Wednesday 04 October 2023

Office of the Deputy CEO Corporate Services

Job Title	Assistant Director, Integrity and Fraud
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$116,543 - \$129,594
Classification	Executive Level 1
Position Number	00054650
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Safe Work Australia is seeking an Assistant Director Integrity and Fraud for the Corporate Services Section. The Corporate Services section is a new section being established with responsibility across a number of corporate areas – security, fraud, integrity, information management and business services. Successful applicants will have the opportunity to shape the culture of this new team.

To be successful in this role you will show initiative, plan, and manage tasks to completion and engage with stakeholders across the Agency. You will need to have:

- excellent communication skills, both written and oral
- strong planning and organisational skills
- good stakeholder engagement skills
- excellent initiative, judgement, and a proactive approach

Duties

The successful applicant in this role will be required to:

- Plan and manage projects to build the Agency's maturity and capability on Integrity and Fraud including:
 - Undertaking or facilitating integrity and fraud assessments
 - Developing advice, briefs and policies on fraud, integrity, and the National Anti-Corruption Commission
 - Reviewing and updating the Agency's gifts policy
 - Review and provide advice and recommendations on the Agency's approach to managing perceived or actual conflicts of interest, and
 - Developing communication materials and training materials for Agency staff.
- Engaging with staff and stakeholders to provide advice on a broad range of issues.
- Working collaboratively across the Agency to progress the development and implementation of policies and procedures on integrity, fraud, and corruption.
- Oversee a small team through setting priorities, showing initiative, managing staff to deliver outcomes, and using leadership to build the capability of the team.

Eligibility

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

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current

security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency](#) (AGSVA) website.

Notes

Education and experience

Demonstrated experience and/or qualifications in fraud control.

How to apply

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by 11.30pm (AEDT), Wednesday 4 October 2023

- a completed application coversheet
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS Gazette.

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To Apply

Position Contact	Kyra Hutchison, (02) 6212 6675
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Education, Skills and Employment

Vacancy VN-0730297

Safe Work Australia

Closing Date: Wednesday 04 October 2023

Office of the Deputy CEO Corporate Services

Job Title	Security Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$84,405 - \$104,457
Classification	APS Level 5;APS Level 6
Position Number	TBA
Agency Website	https://www.safeworkaustralia.gov.au/

Job Description

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

Safe Work Australia is seeking an APS 5 / APS 6 Security Officer for the Corporate Services Section. The Corporate Services section is a new section being established with responsibility across a number of corporate areas – security, fraud, integrity, information management and business services. Successful applicants will have the opportunity to shape the culture of this new team.

To be successful in this role you will show initiative, plan, and manage tasks to completion and engage with stakeholders across the Agency. You will need to have:

- excellent communication skills, both written and oral
- strong planning and organisational skills
- good stakeholder engagement skills
- excellent initiative, judgement, and a proactive approach.

Duties

The successful applicant in this role will be required to:

- Plan and manage projects to build the Agency's maturity and capability on security including:
 - assisting in (APS 5), or drafting (APS 6) the Agency's Protective Security policy and plan
 - establishing and undertaking security reporting
 - developing communication materials and training materials for Agency staff
 - establishing security incident and designated security assessed position registers, and
 - drafting briefing papers for Executive and Audit Committee.
- Facilitating pre and post-employment security clearance checks.
- Engaging with staff and stakeholders to provide advice on a broad range of issues.
- Undertaking cyber security and PSPF reporting.

- Work collaboratively across the Agency to progress (APS 6) or assist in the progression of (APS 5) the development and implementation of policies and procedures on security.
- Participate in (APS 5) or represent (APS 6) the Agency in committees and forums.
- Undertaking procurement or managing contracts for the delivery of security projects.
- Contribute to the activities of the Corporate Services Section.

Eligibility

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

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

Notes

Education and experience

Demonstrated experience and/or qualifications in Government Security is sought.

How to apply

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by 11.30pm (AEDT), Wednesday, 4 October 2023

- a completed application coversheet
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

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- classification, and
- vacancy number (VN) as per the APS Gazette.

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To Apply

Position Contact	Kyra Hutchison, (02) 6121 6675
Agency Recruitment Site	https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0730218

Australian Digital Health Agency

Closing Date: Tuesday 03 October 2023

Digital Solutions Division
Customer Experience and Products Branch

Job Title	System Administrator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$90,823 - \$102,464
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The APS6 System Administrator will exercise both initiative and judgment in the interpretation of strategic and operational direction in their application towards practices and procedures. They will provide detailed technical and professional advice in relation to complex problems and may assist in strategic planning, program and project management and policy development. They will liaise with a range of stakeholders in the Agency and act in a representational role on its behalf. Work may involve management responsibilities requiring the setting of priorities and managing workflows.

Duties

As an APS Level 6 in the Customer Experience & Products Branch you will fill the position of systems administrator in the Interoperability Products Section. In this role you will have responsibilities that include:

- • Cloud Engineering (VMware and Azure)

- • Systems administration (Win Server, Active Directory, IIS, SQL)
- • Application Management (commercial clinical systems)
- • Infrastructure administration
- • Business analysis
- • External vendor engagement
- • Software testing
- • IT Service Management (ITIL)
- • IT DR and BCP
- • Reporting and Incident management

For queries relating to the responsibilities of the role please contact Matt Antcliff on (07) 3023 8564.

Qualifications

- Degree in Information Technology and/or Business (desirable).
- IT / Digital / Business certifications in areas relevant to the role (desirable).

Eligibility

- Australian Citizenship
- Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Ability to obtain and maintain national police check.

Notes

The Agency is committed to diversity and inclusion. 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 LGBTQ+, mature aged employees and carers. To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Pool of Merit: Applications rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 18 months.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Application

The position may be filled in Brisbane, Sydney, or Canberra. To apply, please submit your resume and a cover letter of no more than two pages explaining how your skills and experience align with the requirements of this position.

The total remuneration package for this position is \$104,810 - \$118,244 (including superannuation).

Please contact us via email at careers@digitalhealth.gov.au if you have any general questions about the position.

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	Matt Antcliff, (07) 3023 8564
Agency Recruitment Site	https://www.digitalhealth.gov.au/

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Health

Vacancy VN-0730316

Australian Digital Health Agency

Closing Date: Wednesday 04 October 2023

Policy Programs and Engagement
Enterprise Portfolio Management Office

Job Title	Manager, Project Portfolio Cost Controller
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	\$111,611 - \$127,294
Classification	Executive Level 1
Position Number	ELL10280
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Manager, Project Portfolio Cost Controller will provide project portfolio cost performance analysis through accurate cost attribution, and financial control via estimating and economic appraisals.

Duties

Responsibilities Include

- Establishing and managing the processes and guidelines for cost estimation, economic appraisals, cost control, project, program, and portfolio reporting and management of costing changes across the portfolio.
- Leading the preparation and development of project cost performance - budget, estimation, forecasting throughout the project life.
- Providing guidance and expert advice on project cost estimation and re-estimation at all stages of the project lifecycle and delivery methodology (Waterfall, Agile, Hybrid).
- Proactive and forward looking participation to test assumptions related to project costs and working with project teams on suitable mitigation strategies.
- Monitoring and identifying areas of improvement and apply cost estimation techniques to drive cost reductions and aid operational processes and efficiency.
- Collaborating with the Finance branch to ensure that proposal budgeting is aligned with the Agency's financial requirements.
- Assisting the project and program teams to review, revise, realign budgets.

The role would be required to undertake work that is complex, and have the ability to work in a dynamic and often pressurised environment with multiple requirements and deadlines.

Skills and Experience

- Demonstrated experience in the management and controls of portfolio, program, and project financials.
- Proven experience working in transformational projects and programs, working with tight deadlines, budget constraints and competing priorities, will be highly valued.
- Demonstrated experience in development of digital health economic models preferred.

Qualifications

- Tertiary qualifications in health or project/program/portfolio management or relevant experience in an EPMO with a government environment.
- Program and project management certification in Prince2, PMBOK, MSP, Agile or related methodology.
- Tertiary qualifications or equivalent in economics or finance (highly desirable).

For all queries relating to the responsibilities of the position, please contact Linda Lam (02) 8298-2656.

Eligibility

- Australian Citizenship is a condition of eligibility
- Ability to obtain and maintain national police check
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request

Notes

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Application

The position may be filled in Brisbane, Sydney, or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages outlining your relevant experience within the context of the five relevant duties as outlined in the position description: Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

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

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	Linda Lam, (02) 8298-2656
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0730320

Australian Digital Health Agency

Closing Date: Wednesday 04 October 2023

Policy Programs and Engagement
PPED Enterprise Portfolio Mgt Office PPED EPMO Ent Portfolio Mgt Office

Job Title	Enterprise Portfolio Management Resource Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$81,133 - \$87,741
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Enterprise Portfolio Management (EPMO) Resource Officer supports and coordinate end to end recruitment of project personnel, onboarding and offboarding activities in the Enterprise Portfolio Management Office.

Duties

Responsibilities include:

- Support delivery and streamlining resource management processes.
- Assist with sourcing of resources to meet the demand from projects through partnering with project teams to understand resource requirements and priorities.
- Track and monitor resource utilising using the PPM (Project Portfolio Management) Tool to mitigate conflicts and concerns.
- Assist with identifying potential resource constraints and conflicts, proactively addressing them.
- Provide administrative support on resource management as needed.

Skills and Experience

- Previous experience in recruitment coordination in a government context and/or relevant human resources qualifications are highly desirable.

For all queries relating to the responsibilities of the position, please contact Linda Lam (02) 8298-2656

Eligibility

- Australian Citizenship is a condition of eligibility
- Ability to obtain and maintain national police check
- Ability to obtain and maintain a security clearance at a level designed by the Agency on request.

Notes

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and

carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Application

The position may be filled in Brisbane, Sydney, or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages outlining your relevant experience within the context of the five relevant duties as outlined in the position description: Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

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

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To Apply

Position Contact	Linda Lam, (02) 8298-2656
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0729710

Department of Health and Aged Care

Closing Date: Wednesday 11 October 2023

Office of Gene Technology Regulator Division
Regulatory Practice and Compliance Branch Regulatory Practice Section

Job Title	Project Officer - Legislation Review
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-OGTROGTRDIV-19636
Agency Website	

Job Description

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

This is an exciting opportunity to contribute to the modernisation of the Gene Technology Act 2000, the act that regulates genetically modified organisms (GMOs) used in agriculture, medicine and industry.

The object of the act is to protect the health and safety of Australians and the Australian environment through the science-based regulation of GMOs. You will apply your analytical and problem solving skills to address issues that have arisen due to the inability of the legislation to keep up with technological and scientific development. Your contributions will help foster innovation in the Australian biotechnology sector whilst protecting public health and safety and the environment.

Working in a small team in the Office of the Gene Technology Regulator (OGTR) and in coordination with other areas of the Department of Health and Aged Care, you will advance reforms to Australia's gene technology legislation. The OGTR is a vibrant agency where innovation and initiative are actively encouraged and supported. We are looking for a person that relishes working in a team while being able to work under limited supervision.

Duties

- Prepare input to and provide constructive comment on a range of documents developed to support the reform of the gene technology legislation
- Liaise with and consult other sections of the OGTR on the impact of possible legislative amendments on the day-to-day operations of the office
- Undertake research and analysis on topics relevant to gene technology regulation including international approaches to regulation of novel gene technologies
- Represent the OGTR in liaison with other areas of the Department of Health and Aged Care and external stakeholders such as other government agencies
- Maintain an awareness of new scientific developments in the field and of current issues in relation to the regulation of gene technology

Eligibility

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

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

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

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 23-OGTROGTRDIV-19636 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Maria Alonso, (02) 6289 1271
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729821

Department of Health and Aged Care

Closing Date: Wednesday 04 October 2023

Information Technology Division
Portfolio Management, Architecture and Commercial Services Branch
Strategy and Architecture Section

Job Title	Technologist, Technical Communications, Solution Architect
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT, Surry Hills NSW, Brisbane QLD
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-ITDIV-20283
Agency Website	

Job Description

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

Duties

The Strategy and Architecture Section under Portfolio Management, Architecture and Commercial Services Branch, Information Technology Division manages multi-disciplinary architecture practice that works collaboratively to support executives in evolving Health's ICT to meet the changing needs of users, Government, and technology at an enterprise level enabling program delivery in line with departments ICT Strategy.

We are looking to fill multiple full time and/or part-time leadership and operational level roles. These positions represent an exciting opportunity to join a large, professional, and high performing team in a constantly evolving technical environment with a strong focus on digital transformation.

Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) for up to 18 months from the date the vacancy was advertised in APS Jobs.

Eligibility

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

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

Mandatory Qualification:

To be eligible for this position applicants must hold a degree in Information Technology or equivalent and/or relevant demonstrated experience. **Notes**

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 23-ITDIV-20283 to assist when making an enquiry.

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

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

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To Apply

Position Contact	Meghna Joshi, (02) 6289 7874
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729827

Department of Health and Aged Care

Closing Date: Wednesday 04 October 2023

Information Technology Division
Portfolio Management, Architecture and Commercial Services Branch
Strategy and Architecture Section

Job Title	Enterprise Architect – Architecture Practice, Business Architect, Engagement and Initiation/Governance Lead, Architect – D365, Cloud/Infrastructure
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT, Surry Hills NSW, Brisbane QLD
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-ITDIV-20279
Agency Website	

Job Description

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

Duties

The Strategy and Architecture Section under Portfolio Management, Architecture and Commercial Services Branch, Information Technology Division manages multi-disciplinary architecture practice that works collaboratively to support executives in evolving Health's ICT to meet the changing needs of users, Government, and technology at an enterprise level enabling program delivery in line with departments ICT Strategy.

We are looking to fill multiple full time and/or part-time leadership and operational level roles. These positions represent an exciting opportunity to join a large, professional, and high performing team in a constantly evolving technical environment with a strong focus on digital transformation.

Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) for up to 18 months from the date the vacancy was advertised in APS Jobs.

Eligibility

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

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

Mandatory Qualification:

To be eligible for this position applicants must hold a degree in Information Technology or equivalent and/or relevant demonstrated experience. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 23-ITDIV-20279 to assist when making an enquiry.

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

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

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To Apply

Position Contact	Meghna Joshi, (02) 6289 7874
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729834

Department of Health and Aged Care

Closing Date: Wednesday 04 October 2023

Information Technology Division
Portfolio Management, Architecture and Commercial Services Branch
Strategy and Architecture Section

Job Title	Solution Architect, Architecture Governance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Woden ACT, Surry Hills NSW
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-ITDIV-19845
Agency Website	

Job Description

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

Duties

The Strategy and Architecture Section under Portfolio Management, Architecture and Commercial Services Branch, Information Technology Division manages multi-disciplinary architecture practice that works collaboratively to support executives in evolving Health's ICT to meet the changing needs of users, Government, and technology at an enterprise level enabling program delivery in line with departments ICT Strategy.

We are looking to fill multiple full time and/or part-time leadership and operational level roles. These positions represent an exciting opportunity to join a large, professional, and high performing team in a constantly evolving technical environment with a strong focus on digital transformation.

Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) for up to 18 months from the date the vacancy was advertised in APS Jobs.

Eligibility

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

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

Mandatory Qualification:

To be eligible for this position applicants must hold a degree in Information Technology or equivalent and/or relevant demonstrated experience (APS5 Solution Architect). **Notes**

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 23-ITDIV-19845 to assist when making an enquiry.

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

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To Apply

Position Contact	Meghna Joshi, (02) 6289 7874
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729840

Department of Health and Aged Care

Closing Date:Wednesday 04 October 2023

Information Technology Division
Portfolio Management, Architecture and Commercial Services Branch
Strategy and Architecture Section

Job Title	Enterprise Architect – Architecture Practice, Enterprise Architect - Cloud/Infrastructure Architect, Business Architect, Enterprise Architect – D365
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT, Surry Hills NSW, Brisbane QLD
Salary	\$133,555 - \$158,121
Classification	Executive Level 2
Position Number	23-ITDIV-19444
Agency Website	

Job Description

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

Duties

The Strategy and Architecture Section under Portfolio Management, Architecture and Commercial Services Branch, Information Technology Division manages multi-disciplinary architecture practice that works collaboratively to support executives in evolving Health's ICT to meet the changing needs of users, Government, and technology at an enterprise level enabling program delivery in line with departments ICT Strategy.

We are looking to fill multiple full time and/or part-time leadership and operational level roles. These positions represent an exciting opportunity to join a large, professional, and high performing team in a constantly evolving technical environment with a strong focus on digital transformation.

Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) for up to 18 months from the date the vacancy was advertised in APS Jobs.

Eligibility

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

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

Mandatory Qualification:

To be eligible for this position applicants must hold a degree in Information Technology or equivalent and/or relevant demonstrated experience. **Notes**

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 23-ITDIV-19444 to assist when making an enquiry.

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

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

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To Apply

Position Contact	Meghna Joshi, (02) 6289 7874
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0730022

Department of Health and Aged Care

Closing Date:Wednesday 04 October 2023

People Communication and Parliamentary Division
Communication and Change Branch Social Media and Communication
Strategy Section

Job Title	Executive Level 1 - Campaign Manager - Social Media and Communication Strategy Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-PCPDIV-20322
Agency Website	

Job Description

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

The Communication and Change Branch is responsible for communicating a wide range of important programs and initiatives that directly impact the health and wellbeing of Australians. This includes leading strategic communication and advertising activities for a number of high profile and interesting programs.

As a Campaign Manager in the Branch, you will lead a small team to develop and deliver strategic communication strategies and public health campaigns across a variety of awareness and behavioural change objectives.

To be successful you will have strong strategic thinking, and exceptional writing, editing and content creation skills. You will be great at managing components of projects, budgets and timelines to deliver great communication outcomes. You will exercise sound judgement, demonstrate active listening and have a high degree of initiative.

This position requires significant communication experience, preferably in a government environment, along with tertiary qualifications in strategic communications, public relations, marketing, digital communications or a related field. Experience in the development and implementation of Australian Government advertising campaigns is strongly preferred.

Duties

In this role you will be required to perform duties in accordance with the APS Values and Code of Conduct:

- Develop, implement and evaluate communication strategies and campaigns that achieve results.
- Understand and apply the Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities to ensure campaign compliance.
- Contract manage and lead campaign village suppliers including creative, cultural diversity and public relations agencies.
- Manage media planning with the master media agency, including analysis of channels, scheduling, purchasing and approvals.
- Prepare submissions for campaign approval by Executive, Ministers and government committees.
- Develop clear, concise and audience-centric content for a range of channels including websites, social media, electronic newsletters, stakeholder communication and advertising materials.
- Manage strategy implementation timelines, ensuring that risks are appropriately managed.
- Build and maintain effective relationships with internal and external stakeholders.
- Manage competing priorities and quality of work within tight deadlines.
- Engage with other areas of department and across communication branches to ensure effective implementation of communication programs.
- Lead and oversee financial and procurement processes.
- Supervise and mentor junior staff.

Eligibility

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

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

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

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

- **Applications close 11:30pm AEST.**
- Applicants are asked to quote reference number **23-PCPDIV-20322** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of 12 months.

(NOTE the above is subject to a 18 Months maximum for Non-ongoing)

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

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To Apply

Position Contact	Amanda Petrass, 02 6289 7325
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0730023

Department of Health and Aged Care

Closing Date: Wednesday 04 October 2023

Information Technology Division
Service Operations and Infrastructure Branch

Job Title	APS Level 6 - International Travel Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-ITDIV-20358
Agency Website	

Job Description

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

We are looking for a **highly motivated APS6 to fill the role of International Travel Support Officer**. We are looking for someone with exceptional customer service, stakeholder management and communication skills, including the ability to build and maintain relationships with key stakeholders and professionally deal with challenging conversations.

Duties

The International Travellers IT support position is a scalable support role responsible for the operational processes, strategy, and delivery of the International Travellers IT Support function within the Department. This includes travel requirements to support rollouts of ICT and Security projects in State and regional offices and the provision of International Travel IT support in consultation with Security to ensure that departmental staff have the correct IT requirements to safely travel internationally. This position will work closely with the VIP IT and Mobile Device Support teams within the Department.

The successful applicant will be able to leverage well-developed communication and customer service skills to address enquiries and build relationships with staff and key stakeholders to deliver exceptional quality customer service.

Eligibility

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

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

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

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

- **Applications close 11:30pm AEST.**
- Applicants are asked to quote reference number **23-ITDIV-20358** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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To Apply

Position Contact	Ross Crawford, 0422 257 652
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Department of Health and Aged Care

Closing Date: Wednesday 27 September 2023

Medicare Benefits and Digital Health Division
MBS Policy and Reviews Branch General Practice Section

Job Title	Assistant Director, General Practice Section
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Woden ACT
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-MBDHDIV-20211
Agency Website	

Job Description

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

The policy officer will help ensure that all Australians have access to safe, clinically effective and cost effective medical services through the provision of policy advice on the operation of the MBS, specifically in relation to general practice services.

Duties

Duties will include:

- Reviewing the operation of MBS general practice items as required
- Undertaking research and/or policy development in legislation and policy matters associated with MBS general practice items
- Data analysis to support policy development
- Drafting of policy papers, Ministerial briefs and submissions and other documents as required
- Working collaboratively with other members of the team, division and other agencies
- Engaging with stakeholder groups
- Contributing positively to team and corporate responsibilities

Eligibility

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

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 23-MBDHDIV-20211 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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

To Apply

Position Contact	Imogen Colton, (02) 6289 3077
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0730269

National Emergency Management Agency

Closing Date: Wednesday 04 October 2023

National Crisis Operations National Situation Room

Job Title	NEMA National Situation Room Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$71,890 - \$76,884
Classification	APS Level 4
Position Number	129680
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129680/>

National Emergency Management Agency:

The National Emergency Management Agency (NEMA) was established on 1 September 2022 as the single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with a wide range of stakeholders, including local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives on behalf of the Australian Government, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

Overview of the Branch and Section:

The Australian Government National Situation Room (NSR) is part of the National Crisis Operation Branch (NCOB) of NEMA's Emergency Management Response Division (EMR). The NCOB provides awareness of unfolding and potential situations (situational awareness), decision support, prediction of potential community impacts (predictive analysis) and impact and consequence assessment for crisis that are emerging or underway. These functions support NEMA Crisis Coordination Teams to prepare for and respond to nationally-significant events through the activation of National Plans and coordination of Australian Government non-financial assistance.

The NSR monitors and reports on emerging, current and predicted hazards to support decision making across the Commonwealth, states and territories and industry. The majority of NSR work relates to monitoring and reporting on natural disaster events across Australia (flood, bushfire, cyclone, heatwave and earthquakes), and includes a strong focus on weather forecast and relationships with the Bureau of Meteorology and Geoscience Australia. Under an 'all-hazards' remit, the NSR also conducts monitoring and reporting on security incidents including cyber, significant demonstrations, impacts to critical infrastructure, space weather and space debris re-entry.

The NSR issues SMS, verbal and written notifications on all-hazard emergency events to key Government and jurisdictional stakeholders. Increasingly this information is available to our stakeholders through the National Joint Common Operating Picture (NJCOP), a web-based platform which provides decision makers with near real-time, automated, situational awareness and decision support for nationally significant hazard events.

The NSR houses the National Security Hotline (NSH), a public facing phone and email line for reporting concerns of national security to law enforcement agencies for further investigation.

The NSH operator role is a significant component of the NSR Officer position.

About the role:

The National Situation Room is made up of several teams which includes: NSR Support, NSR Capability Developments and Business Hours NSR Operations. A number of exciting opportunities exist within these Teams to support the effective and efficient function of the NSR during business hours. This process is being used to fill up several vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months.

Duties

Our ideal candidate:

We are seeking highly motivated, curious, critical thinkers who enjoy working in a rapidly evolving environment. You will have a high standard of oral and written communication with a developed ability to liaise with, coordinate and support multiple internal and external stakeholders.

Working in the NSR is often high-pressured and unpredictable and is best suited to team players who are flexible, resilient and able to quickly grasp new concepts. A high level of computer literacy will support your work across several online systems including utilising open source media platforms and search terms, databases and incident management systems. An interest in emergency management and natural disasters will drive your ability to learn across a broad scope of subject content.

Specific duties/responsibilities:

Business Hours NSR Operations

Working alongside our shift teams who provide 24/7 coverage, monitor official and open source information, to inform briefs and other information products for decision makers, Australian Government and state and territory departments and agencies. Draft routine products and other communications and such as emails and text messages to support situational awareness around emerging and ongoing events. Take NSH calls from members of the public and prepare reports for NSH stakeholders. Produce maps, diagrams, graphs and written reports to inform NSR briefings and analysis.

NSR Support

Undertake day-to-day administrative support for the operation of the NSR include assisting with advice and support on HR matters, roster creation and management, recruitment for the NSR and the coordinating the on-boarding of new staff. Perform Secretariat activities where required for the Australia-New Zealand Counter-Terrorism Committee (ANZCTC) Crisis Coordination and Communication Capability (4C), such as the coordination and development of agendas, executive documents, and the arrangement of meetings.

NSR Capability Development

Contribute to NSH policy development, governance and operation support, including contribution to Freedom of Information (FOI) requests or court statements, database maintenance, quality assurance, NSH forums and committees, and surge support arrangements. Assist in future works to modernise and improve the NSR operating systems.

Assist in future works to modernize and improve the NSR Operating System.

Role requirements/qualifications:

- Must hold an AGSVA Negative Vetting 1 security clearance and must have the ability to satisfy AFP building access requirements
- Ability to work as a high performing team member in high pressure situations, with rapidly changing priorities
- Must have excellent written and verbal communication skills with the ability to apply critical thinking to problem solving

- Demonstrated ability to navigate information technology applications such as online databases, geospatial products and social media platforms
- Depending on the role within the NSR, the ability to process content which may be confronting, challenging and or triggering including terrorism, natural disasters, child sexual abuse material, domestic violence and mental health issues.

Eligibility

To be eligible to work with the National Emergency Management Agency you must:
Be an Australian Citizen

- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

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Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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To Apply

Position Contact	Benjamin Miller, benjamin.miller@nema.gov.au, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129680/

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Home Affairs

Vacancy VN-0730277

National Emergency Management Agency

Closing Date: Wednesday 04 October 2023

National Crisis Operations National Situation Room

Job Title	NEMA National Situation Room Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$79,375 - \$84,859
Classification	APS Level 5
Position Number	129683
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129683/>

National Emergency Management Agency:

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Role requirements/qualifications:

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Eligibility

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To Apply

Position Contact	Benjamin Miller, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129683/

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Home Affairs

Vacancy VN-0730278

National Emergency Management Agency

Closing Date: Wednesday 04 October 2023

National Crisis Operations National Situation Room

Job Title	NEMA National Situation Room Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$87,793 - \$98,660
Classification	APS Level 6
Position Number	129685
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129685/>

National Emergency Management Agency:

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To Apply

Position Contact	Benjamin Miller, benjamin.miller@nema.gov.au
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129685/

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Industry, Science, Energy and Resources

Vacancy VN-0730299

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Tuesday 10 October 2023

Job Title	Research Scientist - Indigenous Health Research (Identified Indigenous)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Sydney NSW
Salary	\$105,806 - \$114,500
Classification	
Position Number	93189
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/job/Brisbane%2C-QLD-Research-Scientist-Indigenous-Health-Research-%28Identified-Indiger>

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. [View our vision towards reconciliation](#)

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

The Opportunity

- **Indigenous Identified Research Scientist opportunity in CSIRO's Australian e-Health Research Centre (AEHRC)**
- **Contribute to projects related to improving Indigenous health**
- **Join CSIRO! A truly collaborative, flexible and inclusive workplace**

CSIRO's Australian e-Health Research Centre (AEHRC) are partnering with Aboriginal and Torres Strait Islander Community Controlled Health Organisations (ATSICCHO's) to co-design and co-develop potential e-Health solutions to complement existing successful models of care for some of the most significant health issues in their communities.

We are seeking a Research Scientist - Indigenous Health Research to contribute to a range of e-Health projects related to Indigenous health.

*Please note, this position is an Indigenous Identified role and as such is **only** open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship. The successful candidate will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.*

Duties

Your duties will include:

- Assisting in the planning and preparation of research proposals and carrying out research investigations, requiring originality, creativity and innovation to improve Indigenous health using digital technologies.
- Selecting the most profitable line of attack upon a problem, prepare detailed design proposals and experimental protocols.
- Drawing on professional expertise, knowledge of other disciplines and research experience to recognise opportunities for innovation and generate new theoretical perspectives by pursuing new ideas/approaches and networking with scientific colleagues across a range of disciplines.
- Participating in identification of further opportunities which arise from research and initiate new lines of research.
- Undertaking activities focused on one or more elements of larger research projects.
- Applying discretion to decide and implement strategies appropriate to the successful completion of work.
- Engaging in stakeholder consultation with Indigenous community clients and a diverse group of clinicians, engineers, and end users, and performing analyses to derive novel insights for technical design and implementation evaluation.
- Presenting results in a meaningful format, preparing reports for clients and/or writing scientific papers for publication.
- Addressing problems promptly and in a constructive manner.
- Undertaking experimental and/or observational research activities and supervising/training

others to ensure experiments are established in accordance with research design.

- Providing supervision and coaching to students and technical staff

Location: Brisbane, QLD; Sydney, NSW; Adelaide, SA; Melbourne, VIC

Salary: AU\$105,806 - AU\$114,500k per annum (pro-rata for part-time) plus up to 15.4% superannuation

Tenure: Specified Term of 3 years, Full-time

Reference: 93189

To be considered you will need:

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. A PhD (or an equivalent combination of qualifications and research experience) in a relevant field such as Health Informatics, Health System Evaluation, Public Health, Primary Health Care or Indigenous health research.
2. Demonstrated ability to undertake original, creative and innovative research by generating and pursuing novel ideas and solutions to scientific research problems.
3. Demonstrated expertise in cross cultural communication, in particular with relevance to Indigenous people, communities and/or health organisations.
4. Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business.
5. High level written and oral communication skills with the ability to represent the research team effectively internally and externally, including the presentation of research outcomes at national and international conferences.
6. A demonstrated publication history of authorship on scientific papers in peer reviewed journals and/or reports, grant applications or inventorship on patent applications.

Desirable

1. Experience in undertaking Aboriginal and Torres Strait Islander health research.
2. Experience and knowledge of working in partnership with ATSICCHO primary health services, operational health systems or for organisations that deliver health services to Aboriginal and Torres Strait Islander people.
3. The ability to work effectively as part of a multi-disciplinary, potentially regionally dispersed research team, plus the motivation and discipline to carry out autonomous research.

For full details about the role please view the [Position Description](#).

Eligibility

Eligibility

The position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship.

CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under section 8(1) of the Racial Discrimination Act 1975 (Cth). Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

The successful applicant will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person and be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander Cultural Referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

Appointment to this role is subject to the provision of a national police check prior to commencement.

Notes

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and Inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs, whether we are undertaking research, engaging with the public or nurturing future scientists in person or online. Source – [CSIRO Child Safe policy 2023](#)

Join us and start creating tomorrow today!

How to Apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

Tuesday, 10th October 2023, 11:00pm AEST

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 Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Marlien Varnfield, +61 7 3253 3603
Agency Recruitment Site	https://jobs.csiro.au/job/Brisbane%2C-QLD-Research-Scientist-Indigenous-Health-Research-%28Identified%29

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**Commonwealth Scientific and Industrial Research
Organisation (CSIRO)**

Closing Date: Sunday 08 October 2023

Job Title	SAP BI Developer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Perth WA, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA
Salary	-
Classification	
Position Number	94309
Agency Website	http://www.csiro.au

Job Description <https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/>

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. [View our vision towards reconciliation](#)

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

The Opportunity

- **Join CSIRO - Australia's National Science Agency!**
- **Are you interested in transforming the abstract into the actual?**
- **Outstanding opportunity to grow your career - Training provided.**
- **Flexible work arrangements**

CSIRO's Information and Technology (IM&T) business unit is continuing an ambitious program of work to support the organisation's ongoing strategy. Underpinning the program is a desire for staff to have seamless, secure access to tools, systems and processes that back the delivery of world-class science.

Members of the **IMT Data Analytics Team** are responsible for developing and providing Business Intelligence, Analytics & Planning capabilities to staff across all areas of CSIRO. This requires expertise in relevant SAP

technologies and a sound understanding of business operations, processes and information requirements. They also undertake system administration roles including maintenance of master data, security and system access requirements, auditing to ensure system integrity and system troubleshooting.

As a valued contributor to our **Business Intelligence Development Team**, you will play a pivotal role in advancing our data pipelines and models within the SAP BW/4HANA Enterprise Data Warehouse and its interconnected systems. Your involvement will be key in shaping data models that underpin the operations of Australia's National Science Agency, working collaboratively with our dedicated Reporting Analysts to align with business requirements. Within our Agile Business Intelligence delivery team, you'll actively engage in the entire solution delivery lifecycle, including supporting data flows in **SAP Data Services**, developing data models in **SAP BW/4HANA 2.0**, and crafting Stories and Planning models in **SAP Analytics Cloud**.

Duties

- Extract, Load & Transform data from SAP and non-SAP source systems using technologies like Data Services & SDI / SDA.
- Document and develop changes within the EDW to support analytic requirements.
- Develop enterprise analytics & dashboards using SAP Analytics Cloud.
- Maintain SAP Business Objects reporting solutions.
- Conduct unit testing and peer review of developments.
- Collaborate in architectural decisions and information delivery strategies.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team.

Location: Canberra, Melbourne, Sydney, Hobart (other locations considered)

Salary: AU\$89k - AU\$101k plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 94309

To be considered you will need:

Essential

1. Relevant tertiary degree or equivalent work experience.
2. Demonstrated **SQL development** understanding, including query optimisation.
3. Basic knowledge of **dimensional modelling concepts** to support development.
4. Familiarity with **Agile methodologies** and **software development practices**.
5. Strong **analytical skills** to translate business requirements into effective data solutions.
6. Ability to **collaborate** within cross-functional teams.
7. **Eagerness to learn** SAP BW/4HANA and SAP Analytics Cloud.
8. Good verbal and written communication skills to articulate and document technical concepts.

For full details about this role please review the [Position Description](#)

Eligibility

- Applications for this position are open to **Australian Citizens only**
- Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.
- The successful candidate will be required to obtain and maintain a **security clearance at the NV1 Level**.

Notes

Flexible Working Arrangements

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Diversity and Inclusion

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CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs, whether we are undertaking research, engaging with the public or nurturing future scientists in person or online. Source – [CSIRO Child Safe policy 2023](#)

Join us and start creating tomorrow today!

How to Apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

Sunday 8th of October 11:00pm AEST

Shortlisting for this role may take place as applications are received. We therefore reserve the right to close this vacancy once a suitable candidate has been appointed,

Please consider applying as soon as possible.

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To Apply

Position Contact	Sarah Lagadere, 1300 984 200
Agency Recruitment Site	https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/

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Industry, Science, Energy and Resources

Vacancy VN-0730306

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Sunday 01 October 2023

Job Title	Business Analyst (Analytics)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Hobart TAS, Melbourne VIC, Perth WA, Adelaide SA
Salary	-
Classification	
Position Number	94160
Agency Website	http://www.csiro.au

Job Description <https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/>

Acknowledgement of Country

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Child Safety

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The Opportunity

- **Join CSIRO - Australia's National Science Agency!**
- **Are you interested in transforming the abstract into the actual?**
- **Outstanding opportunities to grow & develop your career.**
- **Flexible work arrangements**

CSIRO's Information and Technology (IM&T) business unit is continuing an ambitious program of work designed to support the organisation's strategy to 2024. Underpinning the program is a desire for staff to have seamless, secure access to tools, systems and processes that back the delivery of world-class science.

Members of the **IMT Data Analytics Team** are responsible for developing and supplying Business Intelligence and Analytics capability to staff in all areas of CSIRO. This requires expertise in relevant SAP technologies and a sound understanding of business operations, processes and information requirements.

As an **Analytics Business Analyst**, you will be passionate about Analytics and Data Storytelling. This opportunity will see you coordinating end-to-end solution delivery including client engagement, solution development, end-user education and service promotion. You will understand the technical capabilities of our

platforms and apply these capabilities to solve line of business or research opportunities and problems. As part of an Agile Business Intelligence delivery team, you will also play an active role in quality assurance throughout the solution delivery lifecycle.

You will assist in delivering against our Data Analytics roadmaps and strategy, underpinned by our technical platforms including **SAP BW/4HANA 2.0, SAP Business Objects, and SAP Analytics Cloud**.

Duties

- Engage with business stakeholders, source system SMEs and data custodians to identify opportunities for the application of modern business analytics solutions
- Gather business requirements and User Stories using contemporary techniques and approaches
- Coordinate end-to-end solution delivery, working with team members, internal and external stakeholders to develop, implement, promote and support Analytics products
- Facilitate User Acceptance Testing, data testing, and support business users and subject matter experts
- Construct descriptive analysis and contribute to more complex data analysis for reports, analytic applications and ad-hoc requests
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals

Location: Canberra, Melbourne, Sydney, Hobart (other locations considered)

Salary: AU\$105,806k - AU\$114,500k plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 94160

To be considered you will need:

Essential

1. Relevant tertiary degree or equivalent work experience
2. Proven experience working with clients to solicit business requirements and translate these into actionable solutions for technical delivery
3. Demonstrated ability to harness business analysis tools and techniques to deliver multi-disciplinary, complex projects
4. Experience in the development and delivery of business data management or data analytics products
5. Excellent written and verbal communication skills with an ability to facilitate client engagement and communicate and translate technical concepts to a diverse audience

Desirable:

1. Experience working with Enterprise Data Warehouse development teams to deliver engaging Business Analytics solutions at scale
2. Experience using SAP Analytics Cloud, SAP Business Objects or Microsoft PowerBI to develop Data Analytics dashboards and reports.

For full details about this role please review the [Position Description](#)

Eligibility

- Applications for this position are open to **Australian Citizens only**
- Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

- The successful candidate will be required to obtain and maintain a **security clearance at the NV1 Level**.

Notes

Flexible Working Arrangements

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Join us and start creating tomorrow today!

How to Apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

Sunday 1st of October 11:00pm AEST

Shortlisting for this role may take place as applications are received. We therefore reserve the right to close this vacancy once a suitable candidate has been appointed,

Please consider applying as soon as possible.

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Sarah Lagadere, 130 984 200
Agency Recruitment Site	https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/

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Industry, Science, Energy and Resources

Vacancy VN-0730309

Job Title	Planning Technical Lead
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Adelaide SA, Sydney NSW, Melbourne VIC, Brisbane QLD, Hobart TAS
Salary	-
Classification	
Position Number	94394
Agency Website	http://www.csiro.au

Job Description <https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/>

Acknowledgement of Country

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Child Safety

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The Opportunity

- **Join CSIRO - Australia's National Science Agency!**
- **Are you interested in transforming the abstract into the actual?**
- **Outstanding opportunities to grow & develop your career.**
- **Permanent position with flexible work arrangements**

CSIRO's Information and Technology (IM&T) business unit is embarking on an ambitious program of work to support the organisation's strategy to 2024 and beyond. The program aims to provide staff with seamless and secure access to tools, systems, and processes necessary for delivering world-class science. As part of this program, we are seeking an Enterprise Planning Technical Lead within the Data Analytics team at CSIRO.

The Enterprise Planning Technical Lead will be responsible for developing and leading the organisation's capability for enterprise planning using SAP Analytics Cloud. Key responsibilities will include developing planning models, guiding the business in driving sophistication for enterprise planning, and supporting the transition from SAP BPC to SAC Planning. The successful candidate will possess technical expertise in developing planning models and exceptional communication skills, as this role requires close collaboration with

business stakeholders.

The role also involves working closely with the finance planning team to understand CSIRO's financial planning needs and oversee the development and support of financial planning models. Collaboration with the SAP BW data warehousing team will be required to ensure the availability of the necessary data for planning. The successful candidate will play a critical role in the organisation's transition from SAP BPC to SAC Planning.

Duties

- Work closely with key stakeholders, finance planning and SAP FICO teams to understand CSIRO's financial planning needs.
- Lead the development and implementation of SAP Analytics Cloud planning models.
- Provide technical guidance and expertise to the team and business on SAP Analytics Cloud planning capabilities.
- Facilitate the migration of existing SAP BPC planning models to SAC Planning.
- Work with the business to identify, document and implement best practices for enterprise planning.
- Provide training and support for the use of SAP Analytics Cloud for planning purposes.

Location: Canberra, Melbourne, Sydney, Hobart (other locations considered)

Salary: AU\$121k - AU\$142k plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 94394

To be considered you will need:

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Relevant bachelor's degree in computer science or a related field, or equivalent relevant work experience.
2. Strong technical understanding of planning models and solutions using SAP BPC or SAP Analytics Cloud.
3. Strong leadership and project management skills, with the ability to deliver to deadlines.
4. Excellent communication and interpersonal skills, with the ability to engage stakeholders at differing levels.
5. Ability to think critically and solve problems, with a focus on continuous improvement.
6. Customer-focused approach and commitment to delivering high-quality solutions.

Desirable

1. Experience migrating SAP BPC planning models to SAC Planning.
2. Current Certification in SAP Analytics Cloud: Planning.

For full details about this role please review the [Position Description](#)

Eligibility

- Applications for this position are open to **Australian Citizens only**
- Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.
- The successful candidate will be required to obtain and maintain a **security clearance at the NV1 Level**.

Notes

Flexible Working Arrangements

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Join us and start creating tomorrow today!

How to Apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

Sunday 8th of October 11:00pm AEST

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Please consider applying as soon as possible.

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To Apply

Position Contact	Sarah Lagadere, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/

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Industry, Science, Energy and
Resources

Vacancy VN-0730239

Department of Industry, Science and Resources
(DISR)

Closing Date:Monday 02 October 2023

Grants Delivery & Business Services
Business Grants Hub BGH Business Operations

Job Title	Grants Officer APS 4 & APS 5
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - NT NT, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - WA WA
Salary	\$72,967 - \$84,668
Classification	APS Level 4;APS Level 5
Position Number	513918
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity.

The work we do reaches all corners of Australia and together we make a difference for businesses, science and the community. We are curious, valued for our skills and expertise and supported to keep learning and growing. We are flexible, welcoming and dedicated to nurturing our inclusive culture.

We focus on wellbeing and inclusion to foster a safe and healthy workplace.

About the team

The Grants Delivery and Business Services division is comprised of three branches: The Business Grants Hub, the Portfolio Program Delivery branch and the Integrity Branch. We are looking for Grants Officers to assist in delivery of our grant programs across both, the Business Grants Hub and the Portfolio Delivery branches.

The Business Grants Hub (BGH) works in partnership with other Commonwealth agencies to establish and manage grants programs. The Portfolio Program Delivery (PPD) branch works with departmental policy partners to develop grant programs that meet policy objectives while taking stakeholder needs, preferences and experiences into account. Grants play a critical role in:

- supporting growth in businesses and industries
- fostering research and innovation
- strengthening communities
- helping the environment
- providing emergency relief

Our teams are geographically dispersed with staff located in every State and Territory capital.

Opportunity

To apply for this vacancy please follow this link as we are transitioning to a new HR system - <https://industrycareers.nga.net.au/?jati=62722EF2-A896-4C29-4BC2-D204D31BB3B9>

This is an exciting opportunity to assist in grant program delivery and/or management. You may support and engage with a wide variety of stakeholders, both internal and external to government, to deliver public-facing government grant programs.

We welcome and encourage applications from all diversity communities, including Aboriginal and Torres Strait Islander peoples, gender, gender identity, people with disability, LGBTIQ+ people and people from diverse cultural and linguistic backgrounds.

What we offer?

Competitive benefits, such as:

- flexible working options
- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- Parental leave
- An inclusive culture that celebrates diversity and supports wellbeing, such as:
- A variety of diversity and inclusion networks
- Cultural leave
- Access to employee assistance programs
- Healthy lifestyle subsidy

Mobility: Our large national footprint allows staff to relocate to another capital city or region (on a case-by-case basis) without having to find new employment.

Training and development: You will have access to a range of training and development courses and studies assistance because we recognise the importance of assisting you to achieve your career aspirations.

Our ideal candidate

Grant Officer, APS4 level:

- excellent customer service skills and a commitment to high standards of service delivery;
- strong communicator who is able to deliver clear messages both verbally and in writing;
- a team player who builds productive relationships with colleagues and stakeholders;
- motivated and organised, with the ability self-manage work to achieve timely outcomes;
- curious, enjoys improving processes and exploring new ways of doing things;
- able to demonstrate empathy in your dealings with people from diverse backgrounds; and
- able to quickly develop skills to use the department's ICT applications, including financial and grants management systems.

Grant Officer, APS5 level:

- experience or transferable skills that can be applied to grant program delivery and/or contract management;
- able to develop targeted communications and explain concepts to diverse audiences;
- able to show good judgement, think analytically and logically to reach evidence-based conclusions and provide recommendations;
- able to develop and maintain productive working relationships with a range of internal and external stakeholders;
- able to demonstrate empathy in your dealings with people from diverse backgrounds; and

- able to quickly develop skills to use the department's ICT applications, including financial and grants management systems.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people, and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

As a Grant Officer you will:

- Undertake program delivery activities;
- Manage contracts with businesses and organisations across multiple programs;
- Communicate and engage effectively with a variety of internal and external stakeholders;
- Use internal systems and tools for grants, contract and customer relationship management and ensure input of quality information and data;
- Provide support and training to members of the team and build a positive and productive culture.

Grant Officers (APS Level 4) undertake tasks of moderate complexity under general direction and assist in the delivery of public-facing government programs. In addition to the general duties outlined above you will:

- Assess grant applications and reports in accordance with relevant legislation and guidelines justifying recommendations with appropriate evidence.

Grant Officers (APS Level 5) undertake moderately complex work under limited direction and assist in the delivery and management of public-facing government programs. In addition to the general duties outlines above you will:

- Assess and provide recommendations on grant applications and reports in accordance with relevant legislation and guidelines, and justifying recommendations with appropriate evidence;
- Provide input to program briefing and Whole-of-Government reporting;
- Undertake quality assurance activities.

Candidates with broadly transferrable skills across the above functions are strongly encouraged to apply. Our teams provide a supportive environment to assist you with learning the specifics of the role.

Eligibility

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

Successful candidates will be required to obtain and maintain a Baseline security clearance.

Notes

We welcome applications from all over Australia and flexible working arrangements will be discussed with the successful applicants. However, you may need to be able to get to one of our State office locations in Canberra, Brisbane, Adelaide, Hobart, Melbourne, Perth or Sydney to attend induction activities and face-to-face training in the first three months of your starting date, and where required for ongoing team planning and development opportunities.

There will be a mixture of ongoing and non-ongoing roles available. A merit pool will 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>

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

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

To Apply

Position Contact	Daria Lonsdale, 03 9268 7596
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730252

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 04 October 2023

National Measurement Institute
Strategy and Operations Strategic Engagement and Outreach

Job Title	Stakeholder Engagement Officer - National Measurement Institute
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	513925
Agency Website	https://www.industry.gov.au/

Job Description

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

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.

About the team

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

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

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

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

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

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

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

Our ideal candidate

We are seeking high-performing APS5 or experienced APS6 officers to contribute to the Strategic Engagement and Outreach Section within the Strategy and Operations Branch.

The required skills and experience for this position include:

- Excellent written and verbal communication skills, with strong attention to detail and the ability to tailor communications to different audiences.
- Strong stakeholder engagements skills by developing and maintaining productive relationships to achieve outcomes on complex matters.
- Strong policy skills and the ability to think strategically to identify and pursue opportunities.
- The ability to quickly develop an understanding of complex information.
- The ability to manage competing priorities and responding to tight deadlines.
- Show initiative and judgement to contribute to strategic planning of work and advice.
- The ability to work effectively with a geographically dispersed workforce.

You will need to quickly develop relevant knowledge to communicate NMI's scientific and regulatory activities to non-specialist, policy and ministerial audiences. A qualification or experience in science is not necessary but will be well regarded.

It would be desirable to have knowledge of the energy and environment sector but is not essential.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

As a member of the Strategic Engagement and Outreach Section you will assist by engaging with stakeholders, increasing NMI's profile and identifying and negotiating new opportunities. Key duties will include:

- developing and managing stakeholders
- assist with the Stakeholder Engagement Strategy and other stakeholder tasks
- working across sub-sections on program management
- assisting with procurement processes as required
- participate in meetings in the environment and energy sector
- assist with planning and organising whole-of-NMI events
- supporting activities and other functions across the Strategy and Operations Branch as needed.

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 are required to obtain and maintain a clearance at this level.

Notes

Please apply for this vacancy via this URL as we are transitioning to a new recruitment system -

<https://industry careers.nga.net.au/?jati=542D71D7-791F-8C76-BB4A-D204D3085021>

Please note that this is a non-ongoing position currently available for 10 months. This position may become ongoing which may result in the successful applicant being offered ongoing employment.

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

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

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

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

To Apply

Position Contact	Emma Graham, 02 6276 1578
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730267

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Wednesday 04 October 2023

Commercialisation
Venture Capital & Entrepreneurship Venture Capital

Job Title	Compliance and Program Officers - Commercialisation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,250 - \$99,167
Classification	APS Level 5;APS Level 6
Position Number	513936
Agency Website	https://www.industry.gov.au/

Job Description

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

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.

About the team

The Venture Capital and Entrepreneurship Branch in the Commercialisation Division is responsible for programs that facilitate commercialisation for entrepreneurs and innovative businesses. The Division helps inspire, connect, empower and commercialise Australian ideas to be world leading.

The Venture Capital team, within the Commercialisation Division is looking for talented, motivated and inspiring people join the team. The Venture Capital team manages nine [tax -concession and co-investment programs](#), including early stage venture capital limited partnerships and the Biomedical Translation Fund. Venture capital provides finance for businesses at early stages of growth with high commercial potential to expand and build better, more sustainable and competitive businesses into the future.

The opportunity

Do you have a passion for making a difference? Do you want to help advance Australia's commercialisation and venture capital landscape?

What's in it for you?

We are offering you the opportunity to collaborate with a wide range of stakeholders to advance Australia's innovation ecosystem – lifting our commercialisation capability to help secure the future of our industry, our economy, and our people.

You will have the opportunity to:

- Build your networks across the Australian Public Service and venture capital industry partners through high-profile, cross-cutting and meaningful work
- Help administer a suite of venture capital programs contributing to the growth of the Australian economy; and
- Excel in compliance and program delivery work.

You'll gain first-hand experience in a diverse stakeholder environment, honing skills engaging with:

- Government stakeholders
- Program clients; and
- Peak industry bodies.

Our ideal candidate

We are looking for experienced, thoughtful, and proactive Compliance and Program Officers with high standards of professional and personal integrity. The skills required for the roles are:

- Excellent interpersonal and communication skills, both written and oral
- Problem-solving, critical and analytical thinking abilities with a curious and enquiring mind
- Research, administrative and analytical skills with an aptitude for numerical and financial data
- Flexibility, adaptability and resilience
- Striving to be collaborative, connected and caring with an ability to form productive working relationships with a variety of internal and external stakeholders
- Results-focused, combined with teamwork skills
- Ability to make evidence based judgements.

Prior roles in compliance, program management or areas where you needed to interpret legislation is an advantage. A background in business, finance, commerce, law, accounting or economics is also an advantage.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

Program and compliance officers will be responsible to work as part of a team to deliver the venture capital programs. Both APS 5 and 6 roles will undertake these general duties:

- Assess client applications for registration under the *Venture Capital Act 2002* (the Act)
- Prepare written reports, correspondence and advice for delegate decisions
- Analyse data and use it to support written advice
- Liaise with internal and external stakeholders
- Present on matters to the Innovation Investment Committee (IIC)
- Work with confidential business and industry information; and
- Other program delivery duties as required.

The APS 6 compliance officer roles will also include additional duties:

- A wide variety of compliance activities related to adherence to the *Venture Capital Act 2002* and *Pooled Development Funds Act 1992*
- Contribute to identifying non-compliance trends across the programs
- Undertake detailed research on compliance matters and present findings via written compliance reports for delegate decisions
- Participate in joint co-compliance activities with the Australian Taxation Office (ATO)
- Contribute to educational activities aimed at preventing non-compliance; and
- Contribute to preparation of compliance response plans and updates to the Integrity Management Framework.

Further details about **Australian Public Service work level standards** that can support your application can be found at:
<https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-lev>

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

Please apply for this vacancy via this URL as we are transitioning to a new recruitment system -
<https://industry Careers.nga.net.au/?jati=62722EF2-A896-4C29-4BC2-D204D31BB3B>

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

The department does currently offer flexible work opportunities for many roles. These vacancies are open to locations around Australia. Please reach out to the contact officer to discuss this further.

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Heba Ibrahim, 03 9268 7995
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730291

Department of Industry, Science and Resources (DISR)

Closing Date: Tuesday 17 October 2023

National Measurement Institute
Legal Metrology Policy and Regulatory Services

Job Title	Senior Measurement Standards Officer - National Measurement Institute
Job Type	Full-Time, Ongoing
Location	Geebung QLD
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	513943
Agency Website	https://www.industry.gov.au/

Job Description

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

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.

About the team

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

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. The APS values exemplify personal drive and integrity, but in addition we also consider that the following values and behaviours of being, adaptable, innovative, accountable, strategic, inclusive and influential are a cornerstone of our organisation. Please consider responding to those values and behaviours as part of your application.

The **Legal Metrology Branch** primary role is to administer Australia's measurement legislation, ensuring a level playing field, for consumers, businesses and international trade.

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

The Measurement Standards Unit is accountable for the delivery of a diverse range measurement standards calibration services to support the trade measurement activities, Legal Metrology Authorities, Government Enforcement agencies and Industry quality management systems.

The primary function of the Senior Measurement Standards Unit (MSU) within the Legal Metrology Branch (LMB) is to provide calibration services for a diverse range of measurement standards to effectively support the measurement requirements of government and industry.

Our ideal candidate

Our ideal candidate will be self-motivated with a strong technical aptitude and excellent communications skills. You will be capable of working autonomously and as part of a team. You will operate with significant degree of independence and under broad direction with the demonstrated ability to:

- Act and think strategically, including planning, implementing policies, business plans and strategies in line with corporate goals.
- Supervise, lead, coach and mentor a diverse team of staff and foster their development.
- Maintain strong, productive and collaborative working relationships within teams, within the department and with external stakeholder groups.

You will also have:

- High level written and oral communication skills to support effective engagement and develop professional relationships with a diverse range of industry and government stakeholders.
- Comprehensive knowledge and understanding of the provisions of the *National Measurement Act 1960*, associated Regulations, National and International Test Methods for Measurement Standards applied in a 17025 accredited laboratory environment.
- Well-developed skills in research, analysis, problem solving, planning and organising to manage competing priorities and workloads.
- Personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct. Demonstrated ability to provide strong leadership in supporting others to do the same.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

Effectively working in an environment with a high level of complexity, sensitivity and operating under broad direction, the successful applicant will:

1. Planning, implementing, monitoring and reporting on the laboratory activities in accordance with the Regional Laboratory Operations Manual to ensure effective and efficient delivery of service.
2. Maintaining the measurement standards Laboratory's quality system, preparing documents for internal and external audits and ensuring identified non-conformances are actioned.
3. Identifying and developing measurement standards laboratory procedures and national technical documentation to a high technical level including the preparation of business proposals to support the procurement of new, replacement equipment and services.
4. Leading, supervising, mentoring and developing a team of laboratory staff.
5. Negotiating, liaising and providing high level technical/specialist advice to internal and external stakeholders, including regional management, licensees, equipment owners/suppliers and manufacturers, State/Territory and local government as required.
6. Identifying, developing and implementing initiatives that improve the performance of Laboratory operations.
7. Undertaking the duties of test officer by:
 - calibrating and verifying inspectorate reference standards and test equipment required to perform inspectorate duties
 - calibrating and verifying reference standards and artefacts used by servicing licensees, government enforcement agencies and business conducting quality assurance programs
 - testing and verifying trade instruments submitted to the laboratory for testing
 - maintaining laboratory equipment.
8. NATA signatory for measurement standards in the fields outlined in the scope of accreditation.
9. Process client's applications for measuring instrument pattern approval by evaluating the instrument suitability for trade or legal purposes and a wide range of technical documentation including test reports, user manuals and design specifications.
10. Support the section's business improvement projects, business planning and performance reporting.
11. Preparation and public publishing of legal technical pattern approval documents.
12. Maintain suitable, accurate and auditable records of assessments and client correspondence.
13. Develop and manage relationships with stakeholders, engaging and collaborating to achieve outcomes and facilitate cooperation, promoting the agency's business objectives.
14. Demonstrate behaviour according to APS code of conduct and NMI's standards and participate fully in all aspects of WH&S.

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.

Applicants will be required to possess a current Australian motor vehicle driver's licence.

Whilst not mandatory:

- A Diploma or degree qualifications, or other such qualifications, (e.g. lead assessor/lead auditor for AS 17025 quality systems), as required by NMI and/or relevant experience; and
- Possession of Forklift driver's licence is highly desirable

Notes

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

The department offers flexible work opportunities for many roles. Regular attendance at one of our offices is expected, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

The position

The Measurement Standards unit operates laboratories at three sites – Geebung (Qld), Edwardstown (SA) and Malaga (WA). The successful applicant will be responsible for the staff and daily operations of the Geebung laboratory and therefore it is essential that they are principally based in that location.

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

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

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To Apply

Position Contact	Casey Gozzard, 0457 548 989
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Industry, Science, Energy and Resources

Vacancy VN-0730312

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 04 October 2023

Chief Operating Officer
Legal Space Corporate Information Law & Legislation

Job Title	Legislation Liaison Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	513953
Agency Website	https://www.industry.gov.au/

Job Description

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

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.

About the team

The Department of Industry, Science and Resources Legal Branch advises all areas of the department on a broad range of legislative and legal issues affecting a diverse portfolio that supports Australia's economic growth and job creation.

The Legislation Liaison Unit (LLU) sits within the Legal Branch and is responsible for coordinating and supporting the development and passage of legislation. To ensure the legislative program is effectively prioritised and progressed, we work closely with officers from across the department as well as:

- Ministerial Offices;
- the Department of the Prime Minister and Cabinet (PM&C); and
- the Office of Parliamentary Counsel.

The opportunity

This position provides the opportunity to develop skills in an area that is always high in demand across the Australian Public Service. Legislation is one of the most important tools of government in organising society and protecting citizens. It determines, amongst other things, the rights and responsibilities of individuals and authorities to whom the legislation applies. The work of an LLO facilitates the creation of legislation as the department's principal contact on all matters concerning the processes of preparation, approval, and passage of legislation for their department. The successful candidate will have the opportunity to learn the LLO role in a supportive environment alongside experienced senior LLOs.

What's in it for you?

If located in Canberra, the successful candidate will have the opportunity to attend Parliament House for the purpose of lodging documents with relevant offices to facilitate the introduction of legislation in the House of Representatives and the Senate.

The successful candidate can also expect to develop the following capabilities:

- ability to quickly gain, or expand upon, an understanding of legislation and parliamentary processes that will prove useful in future roles throughout their APS career;
- ability to quickly interpret and gain an understanding of general decision-making processes and guidelines relevant to the Commonwealth and their department specifically;
- demonstrate an ability to assist with department-wide coordination tasks efficiently, effectively, and appropriately;
- demonstrate an ability to prepare regular high-quality reporting on the status of departmental program work for distribution across the department's Senior Executive Staff;
- build effective relationships with internal and external stakeholders as a trusted adviser with expertise in legislative and departmental processes;
- work collaboratively and cooperatively as a member of a team, contributing to ideas, coordinating projects, suggesting improvements, and leading and developing other team members as appropriate;
- ability to apply prioritisation to tasks and adapt when those priorities change, take responsibility for their workload, and understand when to escalate issues;
- ability to set appropriate personal boundaries to ensure that work-life balance is maintained, and personal well-being remains top priority.

Our ideal candidate

Being an LLO requires agility, motivation, foresight, and great interpersonal skills. The ideal candidate for the role is someone who:

- enjoys a challenge, thrives in a busy environment and can work collaboratively to meet competing deadlines as part of a team;
- is responsive and highly organised;
- has great written and verbal communication skills;
- builds strong relationships and can work effectively with a wide range of stakeholders across government;
- possesses the ability to negotiate to achieve outcomes; and
- appreciates the value of providing high quality service to colleagues across the department and its Ministers.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

Legislation Liaison Officers:

- assist policy areas and Minister offices to progress legislative projects by:
 - coordinating bids based on instructions from PM&C;
 - providing process advice based on external requirement guidance materials;
 - reviewing documents against internal checklists;
 - assisting with the preparation of Minister briefings and briefing folders;
 - arranging for printing and delivery of bill documents to Parliament House;
 - assisting with government and non-government amendment processes; and
 - coordinating departmental responses to matters raised by various scrutiny committees.
- report to the executive, Ministers' offices, and other APS stakeholders on the progress of the portfolio's legislative agenda; and
- work in a supportive team, reporting to an EL2 Manager.

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

Please apply for this vacancy via this URL as we are transitioning to a new recruitment system -

<https://industrycareers.nga.net.au/?jati=E96B16DC-5334-6C8B-66E6-D2050B0FA6DE>

Prior experience in similar roles is highly desirable, particularly knowledge of legislative and parliamentary processes (including the *Legislation Act 2003* and the Department of Prime Minister and Cabinet's Legislation Handbook) and experience in coordination work.

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

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

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

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

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

To Apply

Position Contact	Jacqueline Rolfe, 02 6213 6708
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730319

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 04 October 2023

Chief Operating Officer
Legal Space Corporate Information Law & Legislation

Job Title	Coordination Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$120,249
Classification	APS Level 6;Executive Level 1
Position Number	513954
Agency Website	https://www.industry.gov.au/

Job Description

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

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.

About the team

The Department of Industry, Science and Resources Legal Branch advises all areas of the department on a broad range of legislative, program and policy issues affecting a diverse portfolio that supports Australia's economic growth and job creation.

Operating in in Legal Branch's Legislation Liaison Unit & Coordination Team, coordination officers get to work in a supportive and collegiate working environment as the Legal Branch's principal

contact on general matters concerning the preparation and approval of responses to information and coordination requests. The nature of the work undertaken by the Legal Branch provides opportunities for coordination officers to work closely with Legal Branch and Chief Operating Officer Division Executive and staff across the department on a diverse range of matters.

Our ideal candidate

The Legal Branch is seeking motivated coordinators at the APS 6 and EL1 levels to assist the branch in managing its corporate functions. The principal functions of the roles are receiving, triaging, and coordinating responses to departmental requests for information and providing programs and online systems support to the Legal Branch and its General Counsel and Deputy General Counsels. To do this effectively, it will be essential to build and maintain productive relationships within the branch, across the division and broader department.

We are looking for an APS6 who can:

- establish clear plans and timeframes for the coordination of incoming requests;
- be self-motivated, proactive and enjoy being part of a team;
- be highly organised with excellent time management;
- take responsibility of work to set timeframes in a fast-paced environment;
- support productive working relationships with a wide range of stakeholders;
- communicate clearly, negotiate effectively, and adapt as necessary to reflect changes in priorities;
- operate programs and online systems including Outlook, Word, Excel and PDMS - or has the ability to quickly learn;
- be professional and reliable while managing competing priorities to deliver high quality outcomes; and
- proactively support opportunities for improvement in how the team operates.

We are looking an EL1 who can:

- establish clear plans and timeframes for the coordination of incoming requests;
- be self-motivated, proactive and enjoy being part of a team;
- be highly organised with excellent time management and problem-solving skills;
- take responsibility and ensure delivery of work to set timeframes in a fast-paced environment;
- support and cultivate productive working relationships with a wide range of stakeholders;
- communicate clearly, negotiate effectively, and adapt as necessary to reflect changes in priorities;
- operate programs and online systems including Outlook, Word, Excel and PDMS - or has the ability to quickly learn;
- be professional and reliable while managing competing priorities to deliver high quality outcomes;
- proactively identify opportunities for improvement in how the team operates;
- exercise sound judgement and decision-making skills; and
- guide, mentor and develop junior staff.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

- monitor the coordination inbox and draft coordination requests and responses (where appropriate) - ensuring that responses, requests, and queries are actioned in an efficient and accurate manner;
- establish and maintain positive relationships with key departmental stakeholders, including the Legal Branch and Chief Operating Officer Division's executive teams;
- deliver a high level of customer service to coordination requestors, ensuring that their request is accurately conveyed to the branch and that responses are provided in a timely and concise manner;
- maintain a positive and productive work environment;
- prepare systems reports for the General Counsel;
- provide administration and process support to the Legislation Liaison Unit;
- identify opportunities to improve internal processes and streamline reporting; and
- supervise staff (EL1).

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

Please apply for this vacancy via this URL as we are transitioning to a new recruitment system -

<https://industrycareers.nga.net.au/?jati=2DF4D7DC-4822-E1E6-E2CB-D2050C298386>

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

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

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

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To Apply

Position Contact	Jacq Rolfe, 02 6213 6708
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730322

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 04 October 2023

Australian Building Codes Board
Education & Corporate ABCB Corporate Team

Job Title	Systems Architect - ICT Infrastructure
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	513926
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

About the team

Help us build a better Australia!

The Australian Building Codes Board (ABCB) ensures safe and sustainable building and plumbing systems through regulatory and non-regulatory measures.

Are you interested in the National Construction Code (NCC)? We'll show you how building regulations are developed, in collaboration with Australian governments and industry.

About us

The ABCB is a joint initiative of the Commonwealth, State and Territory governments. We're a standards writing body that develops the NCC and administer the WaterMark and CodeMark Product Certification Schemes.

As a high-performing and influential organisation, we work on contemporary issues affecting the building and plumbing industry.

In the past few years, our key achievements include delivering national improvements in energy efficiency, accessible housing, fire safety, plumbing performance and more.

Our small but powerful team is pushing ahead with a bold agenda including climate resilience, supporting the uptake of electric vehicles, further improvements in energy efficiency and more.

For more information about us, visit: abcb.gov.au.

Our ideal candidate

We're looking for someone who:

- enjoys problem solving, analysis and working across a broad portfolio of technologies in a small team environment
- thrives on understanding complex and technical matters
- understands the importance of IT to deliver value to the business and our users
- is a clear communicator and is results driven
- uses their time and project management skills to deliver innovative solutions that maximise value and minimise technical debt
- has a working knowledge of (or experience) with any of the following:
 - cloud principles with a focus on integration of vendor provided PaaS and SaaS services
 - desired state configuration
 - security technologies
 - scripting (specifically PowerShell)
 - architecture principles and processes.

A solid working knowledge of Microsoft technologies (M365 and Windows 11), IT engineering principles and AusGov IT Security Policies and Frameworks (or equivalent) would be a strong advantage.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

We are looking for a versatile Systems Architect with a solid generalist skillset to work primarily across cloud and desktop with the drive and nous to drive continual improvement, expand their skillset across a range of disciplines and a willingness to get involved in other aspects of the business where needed.

Acting under limited direction, your duties will include:

- providing principle architecture and engineering to develop and deliver ABCB IT initiatives
- researching, planning, deploying and maintaining changes to the environment in line with strategic initiatives, security requirements and continual improvement
- engaging with stakeholders and vendors to resolve issues and improve service delivery
- providing high level support and troubleshooting tasks to test, diagnose, debug and secure services to ensure optimal delivery of and high availability of services.
- Providing ancillary administration and support to the ABCB's IT environment and its users.

As an EL1, you'll be expected to:

- provide leadership and guidance to deliver outcomes to the required time, budget and quality while maintaining a positive culture
- shape strategic thinking and direction
- provide sound advice and direction and support your manager and senior managers

- collaborate with key stakeholders across the ABCB, government and industry
- anticipate and be responsive to stakeholder needs and expectations

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

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<https://industrycareers.nga.net.au/?jati=870A4AE3-E4B8-E2F2-1B43-D2050C3A2076>

Part-time, job-share and full-time applicants will be considered.

The non-ongoing opportunity is for an initial period of 12 months with the possibility of a further extension (maximum length of employment is 3 years)

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements (e.g. co-location with other ABCB staff in Brisbane or Melbourne) 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.

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To Apply

Position Contact	Jacob Kelly, 02 6102 9545
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730325

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 04 October 2023

Anti-Dumping Commission
Strategy and Legal Operational Policy and Practice Taskforce

Job Title	Assistant Director – Data & Digitisation Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	513957
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

About the team

We are Australia's international trade remedies authority - the Anti-Dumping Commission (the Commission). The Commission is responsible for undertaking investigations into allegations of unfair trade practices involving goods entering Australia and administering Australia's anti-dumping legislation. These investigations seek to deliver a level playing field for industry. Professionalism, excellence and independence underpins the Commission's world-class reputation.

The Operational Policy and Practice Taskforce (the Taskforce) sits in the Strategy and Legal branch of the Commission and operates from the Commission's Melbourne office, supported by outposted staff around Australia. The Taskforce is a small, dynamic, multi-disciplinary team, made up of people who are passionate about making a difference to the Commission's future of work. The Taskforce is responsible for facilitating, coordinating and addressing current and emerging issues identified through the continued implementation of improvement and reform initiatives.

The Taskforce promotes a positive workplace culture and encourages and supports flexible working arrangements. We embrace diversity and inclusion, and encourage staff to be their authentic self. Our goal is for staff to reach their full potential through engaging work, career growth opportunities, and options for studies assistance, training and an internal mentoring program. The Commission is part of the Industry, Science and Resources portfolio.

Our ideal candidate

The Taskforce is looking to fill an Assistant Director – Data & Digitisation Specialist (EL1) role with a motivated leader who has experience in database management, digitalisation and reporting.

The Assistant Director – Data & Digitisation Specialist will have:

- Experience in Microsoft Dynamics 365 and PowerBI, including familiarity with design
- An ability to support relevant software development life cycle business responsibilities such as user acceptance testing, product verification testing, and release management
- Experience identifying and monitoring project risks, and implementing mitigation strategies where needed
- Qualification in Agile Project Management frameworks and/or Product Ownership
- Experience negotiating, engaging and managing relationships with internal and external stakeholders to deliver digital products and services, and build technology and service delivery capability
- Experience collaborating with key stakeholders to identify and understand project requirements
- Experience leading and supporting staff

- A high level of self-motivation, initiative, resilience and commitment to lead and deliver outcomes, build capability and manage change
- Experience supporting the development of clear and defined work plans and timeframes for self and the team in the context of business priorities and delivering strategic outcomes
- High standards of professional and personal integrity consistent with APS Values, APS Code of Conduct.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

We operate with a Taskforce mindset – your will be given scope to push the boundaries – all ideas are welcome and discussed in a respectful, open and collaborative manner. To succeed you will be agile, independent, forward-thinking, and good at consultation, prioritising, and moving forward iteratively with best options, in sometimes uncertain environments.

The Assistant Director will work to improve the Commission's data capture and capabilities to support data and analysis on the effectiveness of anti-dumping measures. They will lead improvements to the Commission's Case Management System (CMS) and reports generated from this internal data. This will be both improving how data is inputted during cases and also how it is extracted for corporate reporting and planning. The Assistant Director will also lead other data and digitisation initiatives to contribute to the continuous improvement of the Commission.

Reporting to the Director, main elements of the role are:

- Leading improvements of the Commission's Case Management System and PowerBI reports
- Incorporating strategic priorities for reporting and use of data in reports
- Supporting senior leadership to develop and implement business planning and continuous improvement
- Provision of advice on data and digital improvements to different levels including Senior Executive
- Managing the CMS Steering Committee with OPPT Director
- Supporting Commission staff in the design, training and implementation of operational improvements
- Evaluating success of changes and implementation to deliver continuous improvement.
- Managing project and priority requirements.
- Managing APS level staff
- Contributing to a positive and productive team environment

Eligibility

Previous experience as a Product Owner or Project Manager (or similar) and certification in Agile and/or Product Ownership will be highly regarded.

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.

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

Notes

Please apply for this vacancy via this URL as we are transitioning to a new recruitment system - <https://industrycareers.nga.net.au/?jati=D1B76B15-507C-05E6-2BA8-D2050C4966E7>

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The department offers flexible work opportunities for many roles. This vacancy is Melbourne or Canberra based, although flexible or remote work arrangements may be considered.

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

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

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To Apply

Position Contact	Alex Cassie, 0499 658 650
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730326

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 04 October 2023

Questacon
Operations Learning & Digital Experiences

Job Title	Q Lab Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$80,250 - \$84,668
Classification	APS Level 5
Position Number	513862
Agency Website	https://www.industry.gov.au/

Job Description

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

About Questacon

Questacon – The National Science and Technology Centre is a division of the Australian Government Department of Industry, Science and Resources. Our vision is a better future for all Australians through engagement with science, technology and innovation. We deliver on that vision through our mission to excite and motivate people through inspirational learning experiences.

Science communication is at the heart of what we do. We work with partners and supporters to deliver inspirational learning experiences for young Australians, their teachers, families and communities.

About the team

The Learning Experiences team delivers targeted programs that provide science engagement experiences. These programs are aimed at diverse audiences – from early childhood to school aged students, families and adults. They are delivered through facilitated experiences, theatrical

performances and structured workshops.

One of these programs is *Q Lab*, which focuses on developing science inquiry skills such as observing, questioning and testing. It helps to build the ability to better understand the world around us.

Our ideal candidate

Working as part of the Learning Experiences team, you will demonstrate excellent communication skills and contribute to a productive workplace. You will work with the team to deliver an excellent outcome for Questacon, our staff, visitors, stakeholders and supporters. To be successful you will:

- have proven experience developing and delivering inspirational learning experiences that excite and motivate – particularly focused on inquiry-based learning
- be able to work proactively as an individual and collaboratively as a member of a team
- communicate effectively and build productive working relationships with internal and external stakeholders
- work positively and productively in a changing work environment and under pressure
- identify and mitigate risks that will impact on own and team work outcomes
- innovatively contribute to the improvement in quality and efficiency of the *Q Lab* program
- have a sound general knowledge of the role and functions of Questacon.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

Working consistently with the expectations for an APS Level 5 in the [APS Work Level Standards](#), as a *Q Lab* Coordinator, you will:

- coordinate the lifecycle of inquiry-based learning activities in *Q Lab*, including:
 - research, design and development of inspirational learning experiences
 - training and development of program delivery staff
 - monitoring and reporting of program activities
- help train and mentor our diverse team of program delivery staff
- contribute and implement risk management programs to preserve the health and safety of our staff and visitors
- communicate and collaborate with teams from Questacon and other organisations, working together to create innovative learning experiences
- commit to ongoing learning and development.

Eligibility

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

This position requires a Baseline security clearance and successful candidate will be required to obtain and maintain a clearance at this level.

This position also requires working with vulnerable people (WWVP) registration in the ACT.

Notes

Please apply for this vacancy via this URL as we are transitioning to a new recruitment system -

<https://industriycareers.nga.net.au/?jati=72957C9C-8A39-4EB1-1244-D2050CC99929>

This role is initially offered for a period of up to 18 months with the possibility of an ongoing placement.

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

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

Children and young people are valued and respected. We are committed to child safety and well-being. Staff are expected to have an understanding of children and young people's diverse needs and culturally safe practices. This includes adhering to the APS Code of Conduct and the department's Code of Conduct related to Child Safety.

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

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To Apply

Position Contact	Michael Bennett, 02 6270 2854
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730327

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 11 October 2023

Chief Operating Officer
Legal Practice Management Industry Trade & Employment

Job Title	Practice Management Unit - Practice Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$136,550 - \$147,019
Classification	Executive Level 2
Position Number	513875
Agency Website	https://www.industry.gov.au/

Job Description

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

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.

About the team

The Legal Branch is managed by the General Counsel and is comprised of both lawyers and non-lawyers. Together we are responsible for all legal services and advice required by the department. We partner with the business areas of the department, the Executive, and the Secretary to identify and manage legal risk across the department and facilitate excellent legal outcomes for our clients.

The Legal Practice Director leads the Practice Management Unit, a fast-paced, client-focussed team within the Legal Branch of the Chief Operating Officer Division. Our mission is to provide high quality operational support to the Legal Branch, which is responsible for providing legal advice and services to the department. We are passionate about identifying, creating and implementing efficient business solutions and systems to enable us to deliver optimal operational support. We support the Branch by undertaking functions including:

- procurement administration
- recruitment and onboarding of new staff
- contract management
- executive support, including EA support to the General Counsel
- financial processing and invoicing
- management and reporting of budgets
- managing group inbox service requests
- engagement with internal and external stakeholders
- management of legal databases, systems and policies
- coordination of a range of branch activities, such as:
 - o responding to coordination requests
 - o risk management processes
 - o dashboard reporting and other governance projects
 - o statutory reporting

The Practice Management Unit operates in a fast tempo exciting environment. We focus on ensuring our staff are supported and developed so that they are in the best position to take on the challenges of the work. We provide competitive conditions and remuneration and provide opportunities for staff to both specialise and diversify their skills.

Our ideal candidate

The successful candidate:

- Will have demonstrated experience in a senior legal practice management, administrative, finance or HR role in a complex organisation or government body.
- Knowledge of the financial, procurement, HR or recruitment frameworks, processes, and systems relevant to the department is highly desirable.
- Tertiary education in project management or business administration is desirable.

Skills and capabilities

The successful candidate will:

- Have a proven ability to initiate and deliver outcomes and business improvement projects in a senior legal practice management or business administration role.
- Have a proven ability to foster strong working relationships with colleagues, senior executives and stakeholders.
- Have a demonstrated an ability to lead, mentor, and develop others to build a high functioning team with a shared sense of purpose and direction.
- Demonstrate they can effectively manage competing and changing priorities with resilience and flexibility.
- Demonstrate an ability to use appropriate strategies to resolve conflicts or complex issues with sound judgement, initiative and innovation and to approach challenging interactions with care and sensitivity.
- Have strong oral and written communication skills, including the ability to represent a position with clarity and confidence.

We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees and carers.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

The Legal Practice Director will report directly to the Deputy General Counsel and will:

- Actively participate in the Branch's leadership team and provide strategic and operational support to the Branch Executive on a range of projects as assigned and practice management initiatives.
- Plan, manage and monitor Branch budgets and oversee the management of staffing, resources, expenditure, knowledge systems and reporting.
- Contribute to workforce planning and manage and oversight recruitment activities and the onboarding and training of new starters.
- Manage the design and implementation of strategic practices and projects to ensure the effective functioning and continual improvement of the Division.
- Build team capability in the Practice Management Unit through coaching, providing performance feedback, conflict resolution, mentoring and succession planning.
- Oversee all legal services procurement for the department (including procurement administration and processing), managing contracts and the payment of suppliers through the finance system and ensuring compliance with all procurement requirements.
- Establish, nurture and continually improve high-value relationships with key internal and external stakeholders to exchange views, seek advice and ensure positive outcomes.
- Continually review and identify opportunities to improve business practices in the Practice Management Unit to capture knowledge, improve document flow and timeliness of services.

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

Tertiary Experience in improving the internal operations, procedures and performance of a legal practice would be highly regarded.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based.

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Keti Ivanovski, 0423 117 292
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730328

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 04 October 2023

Anti-Dumping Commission
Strategy and Legal Outreach and Engagement

Job Title	Senior Engagement Officer - Anti-Dumping Commission
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$80,250 - \$99,167
Classification	APS Level 5;APS Level 6
Position Number	513828
Agency Website	https://www.industry.gov.au/

Job Description

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

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.

About the team

We are Australia's international trade remedies authority – the Anti-Dumping Commission. The Commission is responsible for undertaking investigations into allegations of unfair trade practices involving goods entering Australia and administering Australia's anti-dumping legislation. These investigations seek to deliver a level playing field for industry. Professionalism, excellence and independence underpins the Commission's world-class reputation.

The Commission is a connected team of professionals with investigative, accounting, auditing, business, legal, economic and international trade skills and experience. We are committed to a positive workplace culture. We encourage and support flexible working arrangements. We embrace diversity and inclusion, and encourage staff to be their authentic self. Our goal is for staff to reach their full potential through engaging work, career growth opportunities, and options for studies assistance, training and an internal mentoring program. The Commission is part of the Industry, Science, and Resources portfolio.

The opportunity

The Commission's Strategy and Legal Branch (SLB) is responsible for providing critical advisory and strategic support to the Commission, to enable the efficient and effective conduct of investigations case work. SLB currently delivers operational policy development and implementation; domestic and international stakeholder engagement; project management and delivery; capability and business improvement; corporate services; and domestic and international legal advisory functions.

The Outreach & Engagement (O&E) team is responsible for managing the Commission's international, domestic, and inter-government agency relationships. Working closely with the Commission's Executive Team, O&E provides high quality briefings, support and advice to the Minister, the Commissioner and Senior Executive on a broad range of information and guidance on matters related to trade remedies and unfair trade practices. O&E consults with Government, other International Trade Remedy Organisations, and Industry representatives to enhance the efficiency and effectiveness of the administration of Australia's anti-dumping system. O&E is the first point of contact for people who are seeking to engage with the anti-dumping system, it ensures the trade remedy measures are accurately enforced in the custom system, that the Ministers decisions and dumping reports are published on the public record and managing parliamentary requests including senate estimates preparation and reporting.

Our ideal candidate

We are offering an opportunity to work as part of a growing team of passionate and committed professionals. Our ideal candidate has a collaborative, respectful and inclusive manner, demonstrating a strong work ethic and the highest standards of integrity.

We are looking for a candidate who can demonstrate a range of the following attributes:

- Strong written and verbal communication skills, preferably with experience in preparing high-quality briefs and reports.
- Professional and resilient with the ability to work within tight timeframes and manage competing priorities with minimal direction.
- Strong relationship building and management skills, with the ability to work collaboratively with stakeholders, including handling client enquiries.
- A careful attention to detail and strong organisational skills.
- Adaptability, initiative, sound judgement and decision-making skills.
- High standards of professional and personal integrity consistent with the APS Values and code of conduct.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidates add to this culture and our workplace in their own way.

Duties

There is an opportunity available at the APS 5 or 6 level. We encourage applicants to apply for both levels.

As a **Senior Engagement Officer (APS 6)** your responsibilities may include but are not limited to:

- Supporting the preparation and implementation of the Commission's stakeholder activities including the Commissioner's outreach and engagements, and leading engagement projects with minimal direction.
- Supporting the Commission meet mandatory domestic and international reporting requirements.
- Building and maintaining networks with other government agencies, industry and international stakeholders in line with APS Values.
- Drafting briefings for the Commission's Executive, identifying risks and areas of interest for stakeholders.

As an **Engagement Officer (APS 5)**, your responsibilities may include but are not limited to:

- Providing administrative and secretariat support for the International Trade Remedies Forum (ITRF), ITRF sub-committees, and any other fora or events as directed.
- Contributing to briefings for the Commission's Executive, identifying risks and areas of interest for stakeholders.
- Collating updates and feedback from stakeholders on emerging issues and risks.
- Taking initiative to follow-through and complete tasks and projects.
- Anticipating and respond to stakeholder needs and expectations.
- Manage and resolve more sensitive, complex or escalated client service enquiries via telephony and email.
- Prepare documentation for publishing on the Commission's webpage.

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

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

The department does currently offer flexible work opportunities for many roles. Our preference is for these roles to be Melbourne or Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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	Ivan Parrett, 03 8539 2572
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0730329

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Wednesday 04 October 2023

Chief Operating Officer
Communications Digital Engagement

Job Title	Senior Web Content Writer/Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	513887
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

About the team

The business.gov.au website connects Australian business owners to information, grants and support from all levels of government. business.gov.au is one of the most visited websites operated by the Australian Government with around 7.3 million visits per year.

The business.gov.au content team is looking for a senior digital content writer/designer, with very highly developed communication, written and analytical skills to join the team. Responsibilities of the role will also include managing content writers and support staff within the team.

The business.gov.au content team is responsible for designing, writing, editing and maintaining business related content, events, and grant opportunities on the business.gov.au website and social media channels.

We have a collaborative, flexible work environment and we recognise the importance of balancing work commitments with family, caring and other personal commitments outside work. We offer a hybrid work arrangement where you will be able to work remotely and in the office.

Our ideal candidate

We are looking for someone who is comfortable working in a dynamic and collaborative work environment, who is highly motivated to design and write engaging content for the Australian business community, and who is capable of leading a high performing team.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

The types of activities you will undertake include:

- designing, writing, editing and publishing digital content for business.gov.au including general business information, news, grants and programs, events and advisory services
- designing and writing content in line with the business.gov.au content strategy and design system
- stakeholder engagement and relationship management across government, our department and key grants and programs
- applying website standards and balancing user needs with subject matter expert goals to deliver high-quality content
- participating in qualitative and quantitative user research to determine success measures, drive evidence-based content decisions and evaluate content performance
- initiating and leading projects to improve business.gov.au content and user experience
- contract management for content suppliers and resources
- managing team members including providing direction, guidance and support and undertaking regular and ongoing performance reviews.

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

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

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

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

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

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To Apply

Position Contact	Stafford Cooper, 0434 079 337
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0730274

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

Closing Date: Sunday 08 October 2023

Job Title	APS 6 Indigenous Liaison Support Officer
Job Type	Full-Time, Ongoing
Location	Orange NSW, Canberra ACT, Brisbane QLD, Darwin NT, Melbourne VIC, Sydney NSW, Townsville QLD
Salary	\$88,466 - \$99,155
Classification	APS Level 6
Position Number	43829
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Human Resources and Property Branch

The Human Resources and Property Branch (HR&P) supports the department to achieve its strategic outcomes by providing a range of client focused advice and essential services. We do this through building and sustaining a workplace culture of inclusivity, integrity and professionalism, reflective of a modern and responsive public service. We support diversity and value the contribution of people from diverse backgrounds.

The Indigenous Liaison Support Officer (ILSO) will be a member of the HR&P Branch and will work with the EL1 Indigenous Liaison Officer (ILO), as well as other key stakeholders, including the department's the First Nations Partnership Division and the First Nations Network.

First Nations Partnership Division and First Nations Commitments

Our vision is a united and connected Australia that respects and celebrates First Nations peoples' Traditional Ownership of the lands on which we work and live. We implement our vision to improve outcomes and the wellbeing of First Nations peoples across our vast spheres of influence including:

- First Nations Steering Committee
- The National Agreement on Closing the Gap
- Innovate Reconciliation Action Plan 2022-24

First Nations Network

Our First Nations Network (FNN) provides professional and social networking for First Nations staff members as well as support, learning and advocacy in our department. The FNN is managed by co-chairs and our First Nations Champion who coordinate activities and support network members to works to:

- Strengthen relationships with First Nations communities through programs and projects.
- Launch, develop and implement our Aboriginal and Torres Strait Islander Employment and Retention Strategy.
- Launch, develop and implement the Commonwealth Aboriginal and Torres Strait Islander Workforce Strategy.

- Organise and celebrate First Nations culture.

The opportunity we have available

The Indigenous Liaison Support Officer role is a HR based role that specifically focuses on First Nations matters and our First Nations staff. It has been established as a Human Resource Practitioner role to support projects related to the recruitment, retention and development of First Nations staff, and to contribute towards a culturally capable and inclusive workforce.

The role supports the Indigenous Liaison Officer (ILO) to provide cultural advice to staff and teams, promoting learning and development opportunities, and providing advice to First Nations staff.

Supporting the Indigenous Liaison Officer, you will work on a number of projects and initiatives including but not limited to:

- Assisting the ILO on First Nations strategies and initiatives supporting First Nations employment and retention.
- Stakeholder engagement, including close collaboration with the departments First Nations Partnerships Division, First Nations Network and First Nations Champion
- Assisting in the development of plans and objectives that contribute to the short and long term strategic planning initiatives of the department
- Collaborate closely with the Diversity and Culture Advisors on supporting the department's role across the broader APS in relation to diversity, equity and inclusion
- In liaison with the First Nations Network, support and promote a culture of inclusion through hosting various events and initiatives throughout the year, including NAIDOC Week.

Duties

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

- Implement projects and/or programs, assist the ILO in actively promoting various professional development opportunities, such as the ANU Management program, Indigenous Development and Employment Program, Talent Management Program, and Indigenous Leadership Summits. These initiatives provide valuable career growth prospects for First Nations employees.
- Work with a level of independence, to understand the issues affecting Aboriginal and Torres Strait Islander peoples; and the ability to communicate sensitively and effectively with our First Nations staff.
- Engage effectively with stakeholders, under the guidance of the ILO collaborates and working in collaboration with the sections Diversity and Culture Advisor staff members, First Nations Partnership Division and the First Nations Network. Together, they work on implementing strategies and initiatives that support First Nations employment and retention within the department
- Strives for continuous improvement, generate and implement new ideas that will have a positive impact on the issues impacting Aboriginal and Torres Strait Islander peoples and the overall culture of the department.
- The position would suit an individual who understands HR matters, is passionate about supporting First Nations Staff to achieve their potential at work, and driving employment outcomes for First Nations Staff.

Eligibility

Eligibility requirements

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

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

Notes

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

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

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

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

To Apply

Position Contact	Beth Mossman, 6274 6534
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0730311

Museum of Australian Democracy - Old Parliament House

Closing Date: Monday 02 October 2023

Partnerships and Development
Retail

Job Title	MoAD Shop Manager
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	NP
Agency Website	

Job Description

<http://moadoph.gov.au/about/careers>

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The MoAD Shop carries a range of products inspired by and linked to the operations of Provisional Parliament House, the heritage listed Old Parliament House, Parliamentarians, Exhibitions offered by MoAD, as well as general tourist items and products inspired by Canberra.

Duties

Reporting to the Head of Development and Partnerships the successful applicant will:

- Be responsible for all aspects of inventory, supplies, purchasing, inventory control and merchandising both onsite and e-commerce.
- Oversee daily operations and sales reconciliation within POS system, tracking/deposits.
- Train, inspire and support Museum Experience Officers with shop operational aspects (e.g. POS, merchandising, sales targets, online shop fulfilment and shipping).
- In conjunction with the Development and Partnerships team prepare an annual budget, business plan, monitor sales trends, and track monthly sales figures
- Work with Digital and Museum Experience teams to establish an online shop.
- Work with marketing to establish appropriate promotions, advertising, print, web, and social media material.
- Maintain excellent relationships with local, regional, and nationally located wholesalers and stockists.

- Track merchandise for reorder or sales trends and prepare analytics using POS system and e-commerce platform.
- Manage displays and promotions including seasonal/holiday promotions and collaborative opportunities with MoAD programming, learning and events.
- Create a suite of MoAD branded merchandise and strengthen line of First Nations products.
- Other duties as assigned.

Eligibility

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

- Citizenship – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- Security Clearance – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Annalisa Millar, 02 6270 8118
Agency Recruitment Site	http://moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0730244

Job Title	Digitisation Manager
Job Type	Full-Time, Non-Ongoing
Location	Mitchell ACT
Salary	\$89,247 - \$99,025
Classification	APS Level 6
Position Number	31200, 53000
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The Collection Management Branch is responsible for transferring, securing, digitising and storing highly significant government archival records from Australian Government Agencies. This work supports the development of the National Archival collection, so it is preserved and remains accessible for future generations.

The Digitisation Services section provides leadership to the National Archives digitisation function. This includes the National Digitisation Strategy and Annual Plan, digitisation-on-demand service, Agency Digitisation Service and proactive digitisation, including the World War II digitisation project. It excludes preservation digitisation of audio-visual and photographic formats. The Digitisation Services section is responsible for both in-house and outsourced digitisation in Canberra, and providing guidance on digitisation activities to all state and territory offices.

We are seeking an enthusiastic and highly organised person to join the Digitisation Services section located in Canberra. In your role as Digitisation Manager, you will be required to manage and coordinate the delivery digitisation projects and services including monitoring progress, milestones and risk, undertaking detailed reporting and building productive and collaborative relationships within the inhouse digitisation team as well with external contracted suppliers.

Duties

- Manage and coordinate the delivery of specific elements of the National Archives' digitisation program including digitisation projects and/or overseeing on demand digitisation services to the public and Australian Government agencies. This includes high-level administrative support through the development of project plans, schedules, risk registers; expenditure tracking; and monitoring and reporting against key deliverables.
- Communicate effectively and work collaboratively with internal and external stakeholders, including with contracted suppliers, to build productive relationships and deliver agreed outcomes within timeframe and budget.
- Build team capacity as required through recruitment, coaching, performance feedback and encouraging career development.
- Identify and put forward ideas to solve problems and interpret and adapt existing procedures and practices to achieve internal operational efficiencies.
- Undertake the physical handling, retrieval and return of archival records, ensure that Work, Health and Safety issues are identified, reported and monitored.
- 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 2030 and Our Values.

Eligibility

Applicants must be Australian citizens, successfully undergo a pre-employment check, and be able to obtain and maintain a security clearance to Baseline.

Notes

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Rebecca Penna, 02 6212 3418
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0730300

National Archives of Australia

Closing Date: Wednesday 04 October 2023

Collection Management Collection Operations

Job Title	Senior Transfer Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mitchell ACT
Salary	\$79,126 - \$84,878
Classification	APS Level 5
Position Number	32311
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The National Archives' is seeking an experienced Collection Management professional with excellent stakeholder engagement capabilities, to join the National Transfers section and help secure incoming government records for the national collection. The successful applicant will be a confident communicator who enjoys collaborating across multidisciplinary teams to deliver successful outcomes. As a Senior Transfer Officer, you will be working alongside colleagues across the organisation to ensure incoming records meet collection aims and priorities, are accurately described, carefully preserved, securely stored, and made available for public access and research.

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The branch also sets whole-of-government information management standards and works with Australian Government agencies to build their information and data management maturity by providing advice and guidance on compliance with the Archives Act 1983 and National Archives requirements and standards.

The Collection Operations Section is responsible for securing and managing the National Archives' collection and its storage environment in the Australian Capital Territory. The section is also responsible for facilitating the transfer of records into custody, billing agencies for storage services, managing projects, lending services for internal and external stakeholders, transfers, applying Machinery of Government changes and various national strategies, plans and programs.

This recruitment process will establish a merit pool of suitable applicants and may be used to fill future non-ongoing APS 5 vacancies (up to a period of 18 months) on a fulltime basis, as opportunities arise.

Duties

- Liaise and negotiate with Australian Government agencies regarding the administrative and logistical arrangements for the transfer of highly significant government archival records, to the National Archives collection. Conduct quality assurance checks to ensure compliance with the requirements and application of best practice guidance for transferring archival records.
- Provide technical advice and guidance in accordance with section and organisational policy, strategy and processes; and undertake client focussed engagement activities to support timely and fit for purpose transfer outcomes. As required, research, analyse, interpret and present information to colleagues and peers.
- Respond to client transfer enquiries; monitor emerging trends and issues; provide advice to managers in a timely manner; and build and maintain good working relationships with internal and external stakeholders.
- Plan, coordinate and manage project work and day-to-day activities, including those relating to Machinery of Government changes, or wider section goals and priorities in accordance with established timeframes and milestones. Maintain accurate records within established procedures and practices.

- Work closely with team members and colleagues, participate in section meetings and contribute to reports, business improvements and the development of processes and guidelines. Train and mentor colleagues. Take personal responsibility for meeting objectives and progressing work.
- Identify and put forward ideas to solve problems. Contribute to and participate in the National Archives' change agenda and goals to meet Strategy 2030.
- Apply the principles of the Australian Public Service Values, Code of Conduct, workplace diversity, work health and safety and participative management within a professional and team environment.
- Promote and apply the National Archives' values of innovation, collaboration and inclusion, as expressed in Our Values.

Eligibility

Applicants must be Australian citizens, successfully undergo a pre-employment check and be able to obtain and maintain a security clearance to Baseline, with the ability to obtain a Negative Vetting 2 (NV2) clearance level where required.

Notes

Relevant tertiary qualifications and/or membership or eligibility for membership of relevant professional associations would be desirable. In the absence of formal qualifications, you may include evidence of skills, knowledge and experience in your application relating to the use of archival principles, or previous, relevant experience gained through a collection management related role.

This position is based at our Mitchell office in ACT, but other office locations are possible for the successful applicant.

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Lucy Carson, 02 6212 3656
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0730287

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Wednesday 04 October 2023

Collections Services Group
Collection Care, Preservation and Digitisation Collection Care

Job Title	Preventive Conservator
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$80,249 - \$91,279
Classification	APS Level 6
Position Number	09995017
Agency Website	https://aiatsis.gov.au/

Job Description

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

The Collection Care, Preservation and Digitisation is one of three programs in the AIATSIS Collections Services Group. The other programs are the Collections Transformation and Strategic Priorities and the Collection Development and Management program.

The Collection Care, Preservation and Digitisation program consists of Collection Care, and Preservation and Digitisation.

The Collection Care team consists of a Team Leader, Registration (non-ongoing) a Registration Officer, a Team Leader, Conservation, and the Preventive Conservator. The team is responsible for activities associated with organising and maintaining a vast array of collection materials to keep them safe, accessible, and in optimal physical condition.

The Registration function works with other sections to ensure that collection items are appropriately documented and controlled during relocation, access, display and loan programs; as well as controlling the ingest of new acquisitions.

The collection care function of the unit is responsible for ensuring the safety of collection materials while on display, in storage, undergoing treatment or analysis, during transport, when on loan or when accessed.

The team works within a busy and dynamic environment and liaises frequently with a broad range of internal stakeholders across the Institute, as well as external stakeholders such as donors and contractors.

Duties

The Preventive Conservator plays a key role in safeguarding the AIATSIS Collection through risk identification and mitigation, monitoring, reporting and training. There are a wide range of activities associated with the preventive program that applies to displays, collection storage, digitisation registration activities, conservation laboratory work and other programs across the Institute.

This work involves but is not limited to:

- managing, coordinating and carrying out tasks associated with the AIATSIS Preventive Program including:
 - pest and hazard checks
 - integrated pest management
 - monitoring and reporting environmental conditions
 - collection hazard mitigation
 - compliance and reporting
 - collection risk identification and mitigation
 - collections disaster preparedness
 - maintaining analytical and specialist monitoring equipment
- development, review and improvement of preventive conservation processes, and procedures as well as those for the broader collection care program
- quality assurance and providing expert advice on the handling, movement, storage, and display of collection material for AIATSIS programs including loans, display, digitisation and access
- training staff across sections and communicating and collaborating with internal and external donors and other stakeholders
- engaging with teams across the Institute to foster an active preventive conservation culture
- conducting manual handling tasks including moving a wide range of materials.
- Carrying out preservation projects and conservation treatments for Collection Care programs associated with the digitisation, loan and stabilisation programs of mainly paper-based collection material.

This work may involve the care and management of items with cultural sensitivities including but not limited to gender, ceremonial or initiation restrictions as well as the use of offensive terminology. The care and management of these items is supported by cultural and institutional safety procedures and protocols, as well as others personally identified by the successful candidate.

The Preventive Conservator supports the Assistant Director and contributes to the development and implementation of the wider program and agency business plan and policies.

This position reports to the Assistant Director.

Eligibility

The ideal candidate will have:

- Demonstrated knowledge and understanding of collection management principles within a cultural institution, particularly in relation to the appropriate care and management of Aboriginal and Torres Strait Islander cultural and heritage materials, including an understanding, Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols and related cultural safety issues
- Demonstrated experience and competence in independently managing, planning, implementing and reporting preventive conservation activities including following ethical considerations and professional standards within a cultural heritage collecting institution. Activities include quarantine, integrated pest management, environmental monitoring, disaster preparedness and staff training programs
- Demonstrated experience in the advanced conservation treatment of paper-based material for Collection Care projects associated with loans, displays, digitisation and stabilisation programs.
- Demonstrated excellent interpersonal and communication skills both oral and written, including the ability to consult and negotiate effectively and respectfully with a diverse range of people on complex matters
- A practical and pragmatic approach to problem solving, strong time management and organisational skills, and a demonstrated ability to work independently, manage changing priorities and deliver outputs
- Ability to coordinate a small team to work on multiple projects simultaneously and to be able to identify broader factors, trends and influences that may impact on own and team's work
- Demonstrated experience in contributing to improved work practices, business planning, as well as policy and procedure development.

Tertiary qualifications in the Conservation of Cultural Materials with a specialisation in preventive conservation or the conservation of paper-based, bound material will be highly regarded. Equivalent relevant professional experience and technical knowledge in cultural materials conservation will be recognised.

Cultural Capability

The ideal candidate:

- Understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering
- Has an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and communities and how this is framed by history
- Has an understanding of the diversity of Aboriginal and Torres Strait Islander peoples and their world views and shared connections to land and culture

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 Australian Institute of Aboriginal and Torres Strait Islander Studies

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

To Apply

Position Contact	Karen Holloway, (02) 6261 4210
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Australian Public Service Commission

Closing Date: Monday 02 October 2023

Workforce Policy, Integrity and Operation
Enabling Services Group Finance

Job Title	Multiple Roles: Management Accountant / Systems Accountant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,250 - \$99,064
Classification	APS Level 6
Position Number	23_96
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Group and Team

The Enabling Services Group supports the Commission to fulfil its purpose of being a valued, credible and trusted partner to the APS. The Group provides strategic services and frameworks to ensure the efficient operations of the Commission. We lead and support a culture of continuous improvement, with innovative approaches to business processes that are fit for purpose, create value and improve productivity across the Commission. The Group provides services in the following areas to enable the delivery of the Commission's purpose: human resource management, financial management, governance, ICT and digital, as well as APS workforce deployments.

The Finance Team reports to the Chief Financial Officer and is responsible for the Commission's budget, management accounting, financial accounting and reporting, financial operations, finance business partnering, and financial governance.

The Finance Team is undertaking a program of financial systems and process enhancements to increase efficiency, strengthen controls, continue to improve management information, and prepare for GovERP.

Duties

Our priority is to attract candidates with a flexible financial skillset who can support cohesive service delivery across enabling functions (finance, governance, people, ICT, procurement and property).

To be successful, the applicants will have demonstrated experience related to the relevant responsibilities set out under 'Our Ideal Candidate' and in applying the *Public Governance, Performance and Accountability Act 2013 (PGPA Act)* along with related rules and guidance.

The preferred candidates will also demonstrate an ability to:

- Take individual accountability for effective and timely delivery assigned priorities.
- Be adaptable and apply initiative to support priorities across finance and other enabling functions.
- Present influential financial analysis and advice to team members, other staff and decision-makers.
- Partner with stakeholders to find practical solutions to complex challenges and to apply Commonwealth rules; and
- Identify, monitor and control financial risks, including driving better practices and respectfully challenging advice or behaviours that pose risks to delivery or compliance.

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) or, in limited circumstances, in the process of obtaining citizenship.

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 Commission 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 as part of the pre-employment eligibility checks.

The Australian Public Service Commission 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>

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Danielle Jakubowski, (02) 6202 3509
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0730286

Australian Public Service Commission

Closing Date: Monday 02 October 2023

Office of the Merit Protection Commissioner

Job Title	Merit Protection Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	23_97
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Office of the Merit Protection Commissioner

The Merit Protection Commissioner (MPC) is an independent statutory office holder, established under Part 6 of the *Public Service Act 1999* to perform a range of functions of the Australian Public Service (APS). Those functions are concerned with the implementation of, and compliance with, the APS employment framework and principles. This is done principally through reviews of workplace decisions affecting APS employees and through promotion reviews. The review of actions scheme is one of accountability and scrutiny, and forms part of the broader integrity framework for the APS.

The MPC also has a range of other complaint and inquiry functions.

The MPC is also responsible for convening Promotion Review Committees (to conduct merits review of promotion decisions) and conducting inquiries as set out in the *Public Service Act and Regulations*. The MPC may also provide employment-related services to APS and non-APS agencies including misconduct investigations and convening selection processes.

The MPC is also the Parliamentary Services Merit Protection Commissioner. The duties and functions of this role for Parliamentary Services employees mirror those under the *Public Service Act*. Additionally, the MPC has a specialised review function for the Australian Federal Police (AFP), which is set out in the *Australian Federal Police Act 1979* and the *Australian Federal Police Regulations 2018*.

Duties

The MPC has an important role in helping agencies meet the requirements of the APS Values and Code of Conduct. The MPC provides independent external review of actions that affect individual APS employees.

In addition to administering the statutory review of actions scheme, there are a range of other responsibilities as set out in sections 50 and 50A of the *Public Service Act 1999*.

These other responsibilities of the MPC include:

- Conducting independent reviews of employment actions, including Code of Conduct decisions.
- Conducting promotion reviews.
- Conducting inquiries into whether APS employees have breached the Code of Conduct (fee for service).
- Providing independent merit-based selection services (fee for service).
- Performing functions for other government and non-government bodies.

Further Information

For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button. **Eligibility**

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

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 Commission 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 as part of the pre-employment eligibility checks.

The Australian Public Service Commission 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.

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To Apply

Position Contact	Jo Talbot, 02 6202 3565
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Department of the Prime Minister and Cabinet

Closing Date: Wednesday 04 October 2023

Priorities, Delivery and Analytics Division
Various Various

Job Title	Adviser, Implementation and Strategic Planning and Data Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$91,072 - \$133,387
Classification	APS Level 6;Executive Level 1
Position Number	PMC/2023/205
Agency Website	

Job Description

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

The Opportunity

Priorities, Delivery and Analytics Division has a critical role in strategically aligning, tracking and supporting the delivery of the Government's agenda. The Division reports and provides advice on the implementation of government priorities, houses a strategic planning function and has a data analytics capability to support the Government's implementation agenda. The Division supports the Prime Minister's Office (PMO) with real time information on hot issues and strategic advice for policy and briefing work across the department. The Division is highly collaborative, both across the Department and across the APS more broadly to bring a whole-of-government perspective to all its work. Through its support for the Priority and Delivery Committee of Cabinet (PDC), the Division assists the Government to maintain focus on its longer term objectives while ensuring implementation of immediate priorities.

You will have the opportunity to work with highly skilled and experienced colleagues and leaders in a supportive and collaborative work environment. The work is interesting and challenging, often fast-paced and has a high degree of autonomy and visibility, within the Department and across Government.

We are seeking Advisers for a number of positions across Strategic Planning and Implementation at the APS6 and EL1 level. Candidates should indicate preferences for the different roles/levels.

The Strategic Planning Unit provides analytical support to underpin tracking of the Government's longer-term agenda. With a comprehensive knowledge of Cabinet process and a whole-of-government perspective, the unit supports the PMO to shape the PDC forward agenda, and develops products (in collaboration with others) to facilitate strategic discussion around longer term and emerging priorities. The unit undertakes project-based work providing policy analysis to generate insights and identify emerging trends and issues. This capability draws on the Division's visibility of whole-of-government priorities, effective networks across the Department, and skills in data analytics and information synthesis.

The Two Implementation Unit, structured around the subject areas of Social Policy and Economic and Industry Policy provide regular reporting and advice to the PM&C Executive, the PMO and PDC on the implementation status of key Government priorities and commitments. They regularly assess whether key commitments are on or off track and escalate risks – including risks to delivery of individual commitments or identified systemic risks – through separate advice to PMO and PDC. The units are also responsible for tracking key government achievements and feeding relevant information back to the Strategic Planning Unit to ensure comprehensive tracking at a system level.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Duties

Our Ideal Candidate

We're looking for people who:

- Demonstrate sound policy, analytical and conceptual skills
- Build strong working relationships with a range of stakeholders across the APS and collaborate to achieve outcomes
- Are curious and engaged problem solvers, who demonstrate flexibility and resilience in fast-paced work environments and ambiguous situations
- Exhibit judgement, discretion and professionalism, including the ability to work appropriately with sensitive and privileged information
- Are developing skills in thinking strategically, synthesising information and applying judgement to the curation and presentation of information
- Have excellent written and oral communication skills and demonstrated experience providing advice to senior executives and/or senior management would be highly regarded
- Understand government decision-making, knowledge and experience of Australian Government strategic priorities. Cabinet or budget processes would be highly regarded.

Please note, successful applicants need the ability to obtain and maintain a minimum Negative Vetting Level 1 (Secret) security clearance. **Eligibility**

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

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three 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.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Michael Blanchard, (02) 6271 5190
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0730220

Digital Transformation Agency (DTA)

Closing Date: Tuesday 03 October 2023

Digital Investment Advice and Sourcing
Digital sourcing Engagement, Support and Capability

Job Title	Communications and Content Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$88,746 - \$104,229
Classification	APS Level 6
Position Number	260_09/23
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

About us

The DTA drives and secures the Australian Government's investment in our digital future. Our Digital Sourcing branch enables this by managing several whole-of-government procurement arrangements that aim to simplify processes and reduce costs for government agencies. For more information, visit BuyICT.gov.au.

We are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential. We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disability and people from other diverse backgrounds.

About the position

We are looking for an APS6 Communications and Engagement Officer to join our team.

This is an exciting opportunity for someone who is keen to support our Branch's mission to uplift the confidence and capability of buyers and sellers in the digital sourcing process.

The role would benefit from diverse skillsets across communications, content design, stakeholder engagement, and procurement.

Duties

The key duties of the position are

- Develop high-quality written content tailored to different channels and audiences.
- Prepare engaging visual content, including presentation packs.
- Coordinate and develop information sessions and events with external stakeholders.
- Manage, develop and enhance online content for BuyICT and public websites.
- Coordinate and develop a range of internal communications for the Branch.
- Build and sustain collaborative relationships with internal and external stakeholders.

Capabilities

- Well-developed written and oral communication skills.
- Demonstrated stakeholder engagement experience.
- Ability to develop user-centric and engaging content.
- Awareness of the Commonwealth Procurement Rules.
- Experience working in a team environment.
- Ability to create a positive workplace culture.

Desirable

- Qualification in communications, marketing, or public relations.
- Certificate IV in Procurement.
- Capability with tools like ServiceNow and the Adobe design suite.

Eligibility

- Security Clearance level required: Baseline (or ability to obtain and maintain).
- To be eligible for employment with the DTA applicants must be an Australian citizen.
- An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.
- The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

- The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.
- A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.
- For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies or third parties 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>

About the Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Amy Broadhurst, 0429 927 512
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0730221

Australian Institute of Family Studies

Closing Date: Wednesday 04 October 2023

Corporate
Strategy and Business Development

Job Title	Manager and/or Coordinator, Bids and Research Proposals
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	\$78,775 - \$119,661
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	23-14
Agency Website	https://www.aifs.gov.au/

Job Description

<http://aifs.gov.au/work-with-us>

The Australian Institute of Family Studies is looking for a Manager and/or Coordinator who is passionate about high-quality research and evaluation in helping to resolve complex social policy issues. The role(s) will contribute to the pursuit and progress of research opportunities on child and family wellbeing and contribute to our agency's growth.

This role is integral to our success in securing new funding to support research, provide independent advice and communicate findings to policy-makers, service providers and the community about factors affecting family wellbeing.

If you are passionate about the welfare of children and families and want to be at the forefront of making a difference, we want to hear from you!

Our team

The Strategy and Business Development (SBD) unit is responsible for:

- Pursuit of new research opportunities: Identification, coordination, and development support for new funding opportunities (eg competitive tendering, self-initiated proposals)
- Strategy Planning: Coordination of organisational strategic planning activities
- Performance and Reporting: Management of AIFS performance framework to the Commonwealth, internal knowledge management and analysis (eg bid activity and outcomes, subject expertise, research capability)
- Supporting AIFS' project management uplift initiative and in project initiation and onboarding.

The SBD unit is highly cross-functional, working with researchers, executive leadership, and other corporate teams in the delivery of these services. **Duties**

Requirements to be successful

- Ability to proactively engage with researchers on emerging opportunities and provide business development support
- Demonstrated experience working with bids and proposals from inception to submission.
- Ability to proactively scan operating environment to identify new opportunities.
- Demonstrated ability to work flexibly and produce high quality work while juggling competing deadlines.
- Excellent organisational skills and the ability to initiate improvements and identify risks.
- Exceptional written and verbal communication skills
- Highly developed interpersonal skills and the ability to work collaboratively with researchers, stakeholders and within a team.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and baseline security clearance) may apply to this position.

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQI+, and people with parenting and/or caring responsibilities.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03 9214 7888
Agency Recruitment Site	http://aifs.gov.au/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0729965

Services Australia

Closing Date: Wednesday 04 October 2023

Workforce Planning
Workforce Modernisation

Job Title	Senior Workforce Planner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$87,735 - \$101,451
Classification	APS Level 6
Position Number	EXT-APSL-2023-1373
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Our workforce planners play a critical role within the agency. The primary focus of our team is to ensure that Services Australia has the right people with the right skills in the right place, now, and into the future.

As a Senior Workforce Planner, you will work within a highly respected, collaborative and solutions focused team who deliver high quality workforce planning activities. You will be involved in a wide range of activities, including but not limited to: design and implementation of workforce plans, analysis of the workforce, and building tools and strategies.

We are evidence based - data manipulation, analysis and use of HR information systems is an integral part of the role. Our research, forecasting and modelling drives us to better understand the current workforce, industry labour trends and practices, and internal and external drivers of change. From this, we partner with a range of stakeholders to co-design and develop strategies to support a capable, engaged and agile workforce.

You will work with the support and supervision of an Assistant Director in Workforce Planning, committed to the development of your capabilities in this role and for a career within this large agency with a strong future. Our team sits in the Corporate Enabling group of Services Australia, which is responsible for workforce strategy, learning, diversity and enterprise-wide solutions that focus on building organisational capability. The division also manages performance, safety, risk controls and complex workplace relations matters.

Join us in this fantastic opportunity to enter into strategic workforce planning in a large and complex service delivery environment, where every day people do something that matters.

Duties

- Preparation and analysis of complex workforce data and conducting environmental scans and labour market research, in order to derive effective strategies for the agency.
- Building and maintaining positive relationships with key internal and external stakeholders relevant to workforce planning.
- Communicating and conveying messages, verbal and written, in a way that is appropriate and readily understood by the intended audience. This may include drafting submissions and papers for senior staff and the Executive.
- Forming recommendations based on evidence and sound judgement.
- Contributing to the development of workforce planning tools, templates and guides.

Eligibility

Security Clearance required: Baseline (or the ability to obtain and maintain).

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

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

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.

Our team is geographically dispersed, and you will need to be comfortable with the use of collaborative technology to contribute to the team and build excellent stakeholder relationships.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Emma Robinson, 0405 612 261
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0730171

Department of Social Services

Closing Date: Wednesday 04 October 2023

Corporate
Campaigns and Strategic Communication

Job Title	Public Affairs Officer 2 - Communication Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$91,145 - \$103,832
Classification	APS Level 6
Position Number	EXT-2023-0920
Agency Website	https://www.dss.gov.au/

Job Description

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

The department is looking for a high performing Public Affairs Officer Level 2 (PAO2) to work within the Campaigns and Strategic Communication Branch.

As a Strategic Communication Officer, you will be required to work in a small team to assist with the development, implementation and evaluation of integrated communication plans and strategies.

Duties

- work in a small team to assist with the development, implementation and evaluation of integrated communication plans and strategies

- maintain successful relationships with policy and program areas, anticipating and assessing their strategic communication needs
- develop communication material for various audiences, which may include social media and web content, communication and stakeholder products, videos and accessible communication materials
- coordinate the procurement and management of communication contracts and liaise with external suppliers to ensure successful outcomes
- monitor and report on the implementation of strategic communication initiatives
- work effectively as part of a team to deliver results and effectively manage personal workloads with minimal supervision.

Eligibility

Highly desirable qualification and skills:

- degree or diploma with a major in journalism, communications, public relations or marketing
- experience in the delivery of strategic communication, marketing or advertising in Government or private sector.

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

Please note there is **no** criteria or statement of claims for this position. Your application form requires upload of a CV/resume only (in addition to answering other basic application form questions).

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

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

To Apply

Position Contact	Rose Riley, 02 6146 4990
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0730254

National Disability Insurance Agency

Closing Date: Tuesday 03 October 2023

Chief Information Officer Division
Technology Planning and Governance Team

Job Title	EL2 Director Technology Planning & Governance Opportunities
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Braddon ACT, Greenway ACT, Surry Hills NSW, Richmond NSW, Brisbane QLD, East Rockingham WA
Salary	\$131,599 - \$149,410
Classification	Executive Level 2
Position Number	1409_08/23_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

We have challenging and rewarding career opportunities in the fast paced and exciting Technology Planning & Governance space within the Chief Information Officer Division at the NDIA. We are seeking talented and motivated leaders to fill two positions of EL2 Director within the Technology Planning & Governance Branch.

The branch is specialised in utilising the power of technology in line with a sensible and comprehensive governance strategy. The branch ensures the successful execution and delivery of technology projects and enhancements.

***Please note** – Affirmative Measures provisions are also open for these positions. The affirmative measure positions are to improve employment opportunities for people with disability and Aboriginal and/or Torres Strait Islander people in the Australian Public Service.

You are an experienced people leader, operating as part of a team with a strong record of delivering outcomes, including supervision of staff, providing direction, delegating responsibilities, managing performance, and supporting personal development. Our ideal candidate will have demonstrated experience leading a technical team as well as a history of making effective decisions and influencing outcomes.

You will be an excellent communicator, act with integrity and show care for the people you work with. You will have comprehensive experience in building and maintaining productive relationships with external and internal stakeholders at all levels to drive positive outcomes for proposed technology initiatives.

You will have a positive contemporary attitude to people with disability along with a high level of understanding and knowledge of disability and its impact on individuals.

Duties

EL2 Director Enterprise Architecture

In this exciting role as the EL2 Director you will lead a skilled team of Enterprise Architects. You will play a pivotal role conducting effective forward-planning, resource management, performance management and decision making for the team members and assigned contractors working within the section.

You will develop and maintain policies, procedures, and standards for Enterprise Architecture in line with industry best practices and agency needs.

You will have the opportunity to work on a diverse range of tasks, including:

- Leading a team of Enterprise Architects (permanent and contract staff), providing guidance, coaching and mentoring and enabling effective performance in their roles.
- Managing and prioritising resources to meet operational requirements, ensuring that the teams have the necessary tools, equipment, and software for performing their roles.
- Developing and maintaining relationships with key stakeholders, including senior management, business units, and vendors, to ensure that the Enterprise Architecture function is not only aligned with agency objectives, but helping to influence future direction.

EL2 Director ICT Governance, Risk and Assurance

As the EL2 Director ICT Governance, Risk and Assurance, you will undertake the complex, but fulfilling role to lead the team to deliver quality outcomes across ICT functions of the NDIA. You will be responsible for developing and maintaining the ICT Technology Planning and Governance framework, policies and procedures. You will also collaborate and codesign with stakeholders to ensure system integration in line with industry best practice.

You will have the opportunity to work on a diverse range of tasks, including:

- Manage ICT Governance forums including overseeing the coordination of forum processes and the clearance and submission of papers.
- Undertake regular and systematic analysis of risk management, internal control and compliance and assurance information.
- Lead a team of APS and contract staff, providing guidance, coaching and mentoring and enabling effective performance in their roles.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered as ongoing or non-ongoing.

If the position is offered as non-ongoing, this will be for a specified term of up to 18 months, with the possibility of extension up to three years.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Sophie Landwehr, 08 8922 0941
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0730303

Job Title	Business Services Assistant
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Executive Level 1
Position Number	1747459
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=225738617

- **ASIC is seeking a full time Business Services Assistant to join their Business Services Team**
- **Temporary (12 months) position based in Sydney**
- **Salary starting from \$57,209 (plus 15.4% superannuation) depending on experience**

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

The team

The Finance Group provides strategic oversight of ASIC's financial resources and leads financial reporting and financial compliance, property and procurement functions. The Property, Accommodation and Travel Team manage ASIC's property and facilities, and supports teams with employee travel and credit card arrangements.

The role

- Responding to Travel, credit card service requests via Ivanti queue system, in line with contract and policy requirements.
- Supporting the work of the Property and Accommodation Team as a local representative, reporting any furniture and service issues to our facilities provider.
- Assisting with stakeholder engagement, updating training guides, and supporting training to ensure compliance and legislative requirements are met.
- Assisting in monthly and quarterly reporting.
- Assisting in the updating of SharePoint Stakeholder engagement pages to ensure information is relevant and up to date.

- Providing support for broader Finance Team projects and process implementations.

Duties

About you

- Completion of Year 12 secondary education and/or a relevant diploma from a recognised educational/accredited institution.
- Experience in following procedures and defined processes accurately and in a timely manner.
- Experience using a variety of software applications including Microsoft Office, Excel, and databases.
- Good interpersonal, written and verbal communication skills.
- Ability to work efficiently and independently to strict timeframes while meeting the mandatory standards.
- Ability to analyse and solve problems with tailored solutions.
- Willingness to learn.

About ASIC

ASIC is Australia's corporate, markets, financial services and consumer credit regulator. Our vision is for a fair, strong and efficient financial system for all Australians.

A future with ASIC means that your work will contribute to achieving ASIC's vision.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

View the position description for more information or click 'apply' to start your application.

Applications for this role will close at 11:59pm on Sunday 1 October 2023.

Eligibility Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Zaynah Dastoor, 0451940297
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0730199

Royal Australian Mint

Closing Date: Tuesday 17 October 2023

Royal Australian Mint
Information and Security Security

Job Title	Fraud Control Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$91,841 - \$100,348
Classification	APS Level 6
Position Number	1390
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Fraud Control Officer is responsible for assisting the Agency Security Advisor in the delivery of fraud control activities, including developing fraud policies, procedures and risk assessments; and developing and delivering fraud awareness training to employees, to ensure they confidently understand and can identify instances of fraud or corruption.

The Fraud Control Officer will build relationships to support government fraud control; monitor trends across other departments and agencies; and inform policies, procedures and frameworks. They will be the central point for specialist technical advice in the Mint. The Fraud Control Officer will manage a small team, providing performance feedback and identifying development opportunities to improve individual performance, and the performance of the section. The Fraud Control Officer will conduct investigations on fraud related matters, involving data analysis and other investigation methods to determine appropriate courses of action including escalation to the appropriate authority.

Duties

1. Monitoring, escalating and reporting on fraud control issues, including areas of non-compliance, to ensure the efficient and effective management of identified issues.
2. Establishing relationships with internal and external stakeholders to support whole-of-government fraud control and to identify and implement strategies to improve fraud control operations within the Mint.
3. Monitoring fraud and corruption trends across other Australian Public Service departments and agencies to inform Mint policies and procedures.
4. Creating and overseeing fraud risk assessments across the Mint.
5. Providing advice to employees on fraud related matters, policy and legislation.
6. Conducting fraud investigations, analysing data and applying strategic thinking to determine an appropriate course of action.
7. Developing and delivering fraud awareness training to new and existing employees.
8. Supervising a small team including providing performance feedback and supporting learning and development.
9. Representing the Mint at external events, such as fraud and corruption forums.

Eligibility

Security clearance

This position requires a Negative Vetting 1 security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

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 (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm on Tuesday, 17 October 2023**. 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	Robert Clifford, (02) 6202 6890
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Employment and Workplace Relations

Vacancy VN-0730050

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 04 October 2023

Workforce Australia Provider Support Division
Victoria State Office Employment

Job Title	Senior State Network Delivery Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Bendigo VIC
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/2691
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

Reporting to an Assistant Director (EL1) team leader, State Network Delivery Officers (APS6) work within a supportive team environment with flexible working conditions. In some roles, engagement with external stakeholders occurs regularly, with site visits to provider premises around metropolitan and regional Victoria.

To be successful in the roles, candidates should be highly motivated to achieve quality outcomes and collaborative, as we work closely with colleagues in other state and territories and the department's national office. We welcome newcomers who can contribute positively to the Bendigo Office culture that values initiative, inclusivity, and flexibility.

Duties

Responsibilities of the APS 6 may include:

Multiple roles may be available and depending on the position responsibilities could include:

- Providing leadership as an individual within a team, including leading discussions and taking initiative with projects or issues
- Managing and building relationships with internal and external stakeholders to collaboratively achieve the departments and the Government's policy measures.

- Managing Australian Government contracts with service providers who deliver employment or skills services to the Victorian community.
- Researching and interpreting program guidelines and policies to provide advice and guidance to internal stakeholders and our contracted providers.
- Monitoring and assessing provider performance and compliance through data analysis, file monitoring and site visits.
- Drafting compelling communications and briefs for managers, delegates and visiting executive
- Actively participating in planning, project management, decision-making and solution brokering.

Eligibility

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

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

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

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

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

To Apply

Position Contact	Dianne Bravo, 03 5430 5642
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

- 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