



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS38 Daily Gazette Wednesday - 22 September
2021**

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 - 23 September 2021.

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 - 23 September 2021.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0694872

Australian Skills Quality Authority (ASQA)

Closing Date: Wednesday 06 October 2021

Australian Skills Quality Authority
Regulatory Insights and Impact IT and Information Management

Job Title	Service Desk Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Perth WA, Canberra ACT
Salary	\$74,917 - \$79,725
Classification	APS Level 5
Position Number	TBA
Agency Website	https://www.asqa.gov.au/

Job Description

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

Duties

The opportunity

ASQA is the national regulator for vocational education and training (VET).

Are you experienced in providing service desk support services within a moderately complex business environment?

We have an exciting opportunity for an APS 5 Service Desk Officer to join our IT and Information Management Team.

In this role, you will provide and coordinate technical and general ASQA help desk support services to both internal and external business system users. You will develop and maintain a detailed knowledge of procedures for ASQA's core business systems for the purposes of help desk support, troubleshooting, monitoring information and managing issues that arise.

You will undertake a range of responsibilities, including identifying, classifying and reporting issues affecting the operation and use of core business systems, working with Administration Officers to manage device demand across ASQA offices, and provide support to both the Assistant Director, ICT Operations and Support and the Service Desk Lead in the preparation of incident and service request reports.

About you

You will have a proven track record of providing service desk support services within a moderately complex business environment, and the ability to rapidly acquire knowledge of business system functionality, business processes and the operational environment of an organisation. You will have demonstrated experience maintaining registers and/or systems to accurately record, update and close support requests, and document new and existing issues and solutions.

If you have well-developed communication skills including experience in communicating with and presenting information to stakeholders, we encourage you to apply.

Working with us

Through our regulation and partnership with others, we ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers. Our work is focused on provider outcomes and supported by evidence-based findings. These fundamental elements of best practice regulation go to the heart of who we are, and how we can make a difference as the national vocational education and training regulator.

You will be joining a dynamic workforce that is dedicated to diversity and inclusion, and will support you to thrive in your career.

You will have access to generous leave entitlements, flexible working arrangements that promote work-life balance, professional development opportunities, health and wellbeing events throughout the year and a competitive base salary plus 15.4% superannuation.

Find out more

Visit our Current vacancies portal for more information, including the position description that outlines the instructions on how to apply.

If you have questions about this exciting opportunity, please contact Frederika Bastecky – Assistant Director, ICT Operations and Support on (03) 8664 6070 or email your enquiry to recruitment@asqa.gov.au.

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, to the contrary.

Notes

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 12 months.

Applications close at 11:30 pm AEST Wednesday 6 October 2021.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Skills Quality Authority (ASQA)

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

To Apply

Position Contact	Frederika Bastecky, (03) 8664 6070
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0694632

Department of Finance

Closing Date: Tuesday 05 October 2021

Productivity & Business Improvement
Government Business Improvement

Job Title	Coordination and Scheduling Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$86,513 - \$105,587
Classification	APS Level 6
Position Number	2021/153
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Government Business Improvement Branch focuses on providing advice to Government on the design and implementation of key whole-of-government initiatives that aim to increase public sector productivity, including through the use of technology and business process improvement. The Branch is responsible for administering the Australian Government Assurance Reviews Process, and also hosts the Government Business Analytical Unit that aims to improve the capacity for government data to be used to inform decision-making on, and management of, public sector resources.

Duties

ABOUT THE ROLE

The Assurance Reviews Unit (ARU) is the team responsible for commissioning and coordinating Cabinet-mandated Assurance Reviews (Gateway Reviews and Implementation Readiness Assessments). Assurance Reviews are in place to strengthen the oversight and governance of major projects/programs and assist Non Corporate Commonwealth Entities (NCEs) to deliver major projects/programs successfully.

Assurance Reviews are short, intensive reviews, conducted by a team of independent Assurance Reviewers at critical points during a project's or program's lifecycle. The reviews provide an arm's length assessment of the project/program against its specified objectives, and early identification of areas requiring corrective action. For clarity, please note the positions being advertised do not involve performing the work of an Assurance Reviewer.

The ARU Team is currently modernising business processes, frameworks and systems, and it is expected that all roles will contribute to improvement activities.

Additionally, all members of the team, regardless of their level, will gain exposure to all aspects of the coordination and commissioning functions as part of on-the-job training and professional development.

More information about Assurance Reviews is available on the Finance website at:
<https://www.finance.gov.au/government/assurance-reviews-and-risk-assessment>

Eligibility

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable job pack, which can be accessed by clicking the Apply Now button.

ELIGIBILITY ADVICE & CANDIDATE NOTES

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of 12 months. Specified term vacancies may be offer for a maximum of 18 months initially, and be extended up to a maximum period of three years.

CONTACT INFORMATION

For questions relating to the online lodgement of your application, please email the Recruitment team via jobs@finance.gov.au or call (02) 6215 1717 between 8:30am - 5:00pm AEST Monday to Friday.

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 Finance

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

To Apply

Position Contact	Taylor Triglone, (02) 6215 2063
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0694807

Federal Court of Australia

Closing Date: Wednesday 06 October 2021

Corporate Services
Office of the Executive Director, Corporate Services

Job Title	Executive Officer & Senior Human Resources Advisor
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$100,827 - \$108,891
Classification	Executive Level 1
Position Number	1971
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Working to the Executive Director, Corporate Services and the Executive Director, People, Culture & Communications and Court & Tribunal Services, the dual role of the Executive Officer & Senior Human Resources Advisor is varied and covers a full range of executive and administrative support services. This includes providing line managers with timely advice and coaching on best HR practices. The role's key responsibility is to provide high-level administrative and strategic support to coordinate the activities of both the Corporate Services and Court & Tribunal Services sections. The position requires an ability to maintain a high-level of knowledge across the entity and works closely with a variety of key stakeholders. A collaborative approach is required, as the role regularly interacts with each Corporate Services function, particularly the HR team. The role leads and manages one direct report.

Duties

Executive Support – Corporate Services and Court & Tribunal Services:

- Build, develop and maintain strong working relationships with key internal and external stakeholders to achieve outcomes and facilitate cooperation.
- Manage the day-to-day operations of the office of the Executive Director, Corporate Services by having oversight of all incoming and outgoing communications and diary appointments.
- Build and endorse a positive working culture within the team by coaching the Administrative Assistant and providing feedback to develop skills and performance capabilities.
- Provide strategic support to the Executive Director, People, Culture & Communications and Court & Tribunal Services when undertaking both day-to-day duties and key project work.
- Undertake research tasks with a focus on analysis of information to provide key material to the Executive in a timely manner.
- Draft and prepare succinct reports and documentation for presentation to Entity committees on behalf of the Executive.

- Coordinate and manage the maintenance of Corporate Services information to ensure it is accurate and accessible. This includes assisting in the preparation of the Annual Report and Corporate Plan.

Generalist HR:

- Providing advice and support to managers and employees in relation to performance management and Enterprise Agreement interpretation, including drafting plans and reports for submission to the decision maker.
- Conduct internal investigations by following misconduct and grievance processes, both informally and formally.
- Supporting the HR team on special recruitment projects, by providing strategic advice that complies with the *Public Service Act 1999* and assisting selection panels throughout the process.
- Assist in the development and implementation of key HR initiatives and projects including wellbeing programs developed for Judges and staff, identifying key training needs and cyclical compliance requirements such as Enterprise Agreement/Determination negotiations.

Eligibility

- This is a very busy role with a wide-range of tasks and responsibilities. Hence, it requires someone who is able to organise their daily workload and manage priorities in order to meet deadlines within strict time constraints. The ability to work autonomously, demonstrate initiative, flexibility and sound judgement is a key capability to performing successfully in this role
- Due to the confidential and complex nature of the work undertaken by the Corporate Services and Court & Tribunal Services sections, it is imperative that the Executive Officer & Senior HR Advisor has an ability to work in an environment which requires tact and discretion.
- As this role works across a large, dynamic team, it requires someone who is a team player and who is able to work collaboratively with managers and staff across the entity to achieve results.
- Qualifications/relevant experience in human resource management is required for this role.

Notes

About the Federal Court of Australia

The Federal Court of Australia entity is the administrative organisation that engages employees under the Public Service Act 1999 (Cth) to work in support of one or more of the following courts or Tribunal - Federal Court of Australia, Family Court of Australia, Federal Circuit Court of Australia, and National Native Title Tribunal. The Courts Administration Legislation Amendment Act 2016 (Cth) established the Federal Court entity, however each court continues to maintain its distinct statutory identity, with separate functions and judicial independence. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018-2021. There are different arrangements in place for senior executive service employees' remuneration and other conditions.

To Apply

Position Contact	Matt Asquith, 02 4250 7084
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment/job-vacancies

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Vacancy VN-0694820

Federal Court of Australia

Closing Date: Wednesday 06 October 2021

Corporate Services
Office of the Executive Director, Corporate Services

Job Title	Administrative Assistant
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$65,395 - \$71,003
Classification	APS Level 4
Position Number	2146
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Working to the Executive Officer and Senior HR Advisor, the role of the Administrative Assistant is to provide high-level administrative support to two very busy executives in the Executive Director, Corporate Services, and the Executive Director People, Culture & Communications and Court & Tribunal Services. Day to day activities will be across a wide range of areas within the Corporate Service and Court and Tribunal Services sections.

Duties

- Act as one of the points of contact between the executives and stakeholders.
- Assist with the management of the day-to-day operations of the offices of the Executive Director, Corporate Services and Executive Director, People, Culture & Communications and Court & Tribunal Services including telephone, calendar, travel and e-mail.
- Interact daily with the Executive Officer and Senior HR Advisor to identify priorities and tasks.
- Perform administrative support tasks such as developing agendas, proof reading and formatting of letters, collating and preparing papers & reports, taking minutes of meetings, maintaining meeting records and following up on action items.
- Provide support to the Executives and other Court staff in the performance and recording of special project work.
- Maintain, review and update general administrative systems and procedures across the Corporate Services division.

- Assist in the preparation of reports such as the Annual Report, the Yearly Corporate Plan, the State of the Service Report, and other reports as required.
- Undertake research tasks, and provide summaries.
- Other administrative and coordination duties as required.

Eligibility Notes

About the Federal Court of Australia

The Federal Court of Australia entity is the administrative organisation that engages employees under the Public Service Act 1999 (Cth) to work in support of one or more of the following courts or Tribunal - Federal Court of Australia, Family Court of Australia, Federal Circuit Court of Australia, and National Native Title Tribunal. The Courts Administration Legislation Amendment Act 2016 (Cth) established the Federal Court entity, however each court continues to maintain its distinct statutory identity, with separate functions and judicial independence. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018-2021. There are different arrangements in place for senior executive service employees' remuneration and other conditions.

To Apply

Position Contact	Kareen Watt, (02) 8099 8551
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment/job-vacancies

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Agriculture, Water and the Environment

Vacancy VN-0694877

Bureau of Meteorology

Closing Date: Wednesday 06 October 2021

Business Solutions
Energy & Resources

Job Title	Meteorologist
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, West Perth WA
Salary	\$80,665 - \$91,713
Classification	APS Level 6
Position Number	60015977, 60015974
Agency Website	

Job Description

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

Duties

As the Operational Meteorologist, you will prepare, issue and amend forecasts and warnings as required for Bureau's E&R customers operating across Australia and, depending upon the contract, internationally (e.g. Papua New Guinea). The high-quality forecasts and warnings will be tailored to customer sites, operations and vulnerabilities, which will require you to develop a deep understanding of the customer and the sector. You will also provide briefing services to customers to support decision making. You will liaise with other meteorologists as required to achieve consistent forecasts across the E&R product suite in line with national forecast policy.

You will be expected to support other E&R Operational Meteorologists and meteorologists from other areas of the Bureau and, at times, provide guidance and instruction on forecasting and customer requirements to less experienced staff. You will also contribute to projects and initiatives, and provide feedback and recommendations relating to the operation and effectiveness of the E&R meteorological operations within a quality management system framework. You will also be expected to maintain an up-to-date knowledge of techniques and developments in meteorology relevant to the E&R sectors and will undertake industry liaison visits.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Successful completion of the Basic Instruction Package for Meteorologists (BIP-M) as defined in the World Meteorological Organisation Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology: Volume I – Meteorology (WMO-No. 1083).

Notes

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

About the Bureau of Meteorology

To Apply

Position Contact	Stephen Duggan, 08 9263 2288
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0694781

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 20 October 2021

Corporate & Business Services
Communications & Media Biosecurity and Trade Strategic Communication

Job Title	Senior Communications Officer (PAO2)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,672 - \$98,650
Classification	APS Level 6
Position Number	2021/5466
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Communication and Media Branch delivers internal and corporate communication and strategic communication activities in support of the department and our ministers, for the benefit of the Australian community. This includes managing the department's social media strategy and social media presence, media support services across the department and for our ministers' offices, production services including graphic design and branding, Web publishing for external-facing departmental websites, and the development of campaign and non-campaign materials.

The Strategic Communication teams are responsible for working with the department's business areas to communicate departmental policies, programs and services, and providing communication support to the Minister's offices. This includes development and implementation of communication strategies, products and publications. The Internal and Corporate Communication team manages the department's internal communication activities and provides support to the Secretary and executive to ensure staff are aware of the department's strategic priorities. The team drives employee engagement through events and story-telling, as well as developing and implementing communication strategies and intranet content.

Duties

The Job

The key duties of these positions may include:

- providing strategic advice and services to internal and external clients and stakeholders on media, social media and communication issues
- leading internal and external communication projects with minimal direction
- developing and implementing communication, media, digital and /or social media strategies, and monitoring and evaluating the outcomes
- writing, editing and coordinating departmental and ministerial correspondence, media releases and speeches to a professional standard and within set timeframes
- coordinating, advising and responding to media inquiries
- writing and editing a broad range of communication materials, drawing information from a range of sources
- liaising and negotiating with internal clients, stakeholders, industry, community, media and government organisations.

Eligibility

What we are looking for

Knowledge and experience

A degree in journalism, communication or other relevant area, or proven experience in developing and implementing communication, media and/or social media strategies is required.

Knowledge of and experience with Australian Government communication and media processes and procedures is highly desired.

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, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Elise Crabb, 02 5156 5940
Agency Recruitment Site	https://awejobs.nga.net.au

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Department of Agriculture, Water and the Environment

Closing Date: Wednesday 06 October 2021

Finance
Financial Operations Payroll Services

Job Title	Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$68,534 - \$74,611
Classification	APS Level 4
Position Number	2021/4958
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

Financial Operations Branch provides shared services for the department, including corporate services such as travel, credit cards, procurement, grants policy, advice and reporting, payroll services, procurement, accounts receivable, debt management and accounts payable. The branch also provides a project management and oversight role for some of the critical projects for the division.

The Payroll Services Section provides a payroll service integrating a range of tasks including conditions of service and payroll processing for the entire employee lifecycle which encompasses commencement, prior service, leave liability, superannuation, leave management, payment of allowances, deductions, salary maintenance, workers compensation, overseas employees, salary packaging, pay run, employee debt management and exits.

Duties

The Jobs

Reporting to a Senior Payroll Officer you will provide high-level payroll services to over 7,000 employees. Under limited direction you will:

- administer leave and pay variations, including some of the more complex processes in relation to employee pays, superannuation, employee movements, commencements and separations using the Aurion or SAP Human Resource Management Information Systems (HRMIS)
- perform testing for the Payroll Services Section
- complete allocated workloads and checking in designated timeframes as required within the team to ensure cut off periods are met
- provide feedback to the Team Leader on issues of time management, resources and client escalations
- provide feedback to team members on checking performed
- prepare correspondence and provide accurate and timely advice to clients on payroll related issues
- positively contribute to business improvement initiatives and the implementation and review of systems, policies and procedures
- actively contribute to positive team relationships and provide assistance to other team members
- communicate effectively with a range of clients and stakeholders.

Please note that this recruitment process will be used to fill both ongoing and non-ongoing positions across the section. 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 3 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 twelve months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis. The merit pool may also be used to fill future ongoing and non-ongoing vacancies in the section where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

- Experience working in a team performing a variety of payroll, HR or high volume customer service tasks along with a passion for providing good outcomes for customers.
- Demonstrated payroll experience and/or a good working knowledge of legislation and employment conditions relevant to the Australian Public Service or the ability to gain such knowledge quickly.
- Experience with an electronic payroll system (such as the Aurion or SAP HRMIS) or the ability and desire to quickly learn the use of such a system.
- Experience in managing internal and external stakeholder relationships and ensuring positive outcomes.
- Experience in preparing correspondence and reports (including emails and letters) on routine matters.

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, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Kathlene Thompson, 0481 454 379
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0694830

Department of Agriculture, Water and the Environment

Closing Date: Monday 11 October 2021

Finance
Financial Management Financial Accounting and Treasury

Job Title	Assistant Directors - Financial Accounting and Treasury
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$110,092 - \$118,412
Classification	Executive Level 1
Position Number	2021/5273
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Finance Division supports the department to be efficient, effective and financially sustainable through our business partnerships, the Finance Service Charter and our specialist centres of excellence. The division provides financial and management advice and support to the department, the offices of the minister and assistant ministers and to industry stakeholders. The division delivers on business objectives through the provision of high quality customer service, advice and support and a nationally consistent approach to business, with consideration to the government's tight fiscal environment, its significant reform agenda and the department's imperative to maintain financial sustainability.

The Financial Management Branch is responsible for: treasury, taxation and government loans; financial accounting including financial statements and monthly government reporting; internal budgeting, asset management and financial reporting; and divisional finance support.

The Financial Accounting Section is responsible for the department's delivery of soft close, year-end financial statements and the submission of monthly and annual actuals to the Department of Finance via the Central Budget Management System (CBMS). These roles include maintaining and managing the departments asset register. In delivering these items the team works closely with the ANAO and Financial Statement Sub Committee. The Treasury Section is responsible for the department's treasury function including bank reconciliations, cash forecasting and appropriation management.

Duties

The Job

Duties will include but are not limited to:

- Meeting tight deadlines and month end commitments, including bank and general ledger reconciliations and cash forecasting requirements, whilst displaying a high level of accuracy
- Leading the development, implementation and review of systems, policies and procedures that support efficiencies in the delivery of the treasury function
- Providing technical advice and proactively undertaking high level research, analysis and project work on complex activities
- Preparation of soft close and year-end financial statements ready for ANAO review and coordination of the completion and delivery of supporting work papers
- Managing the departments fix asset register including associated revaluation reviews and stocktake processes
- Supporting and monitoring a client focused culture to ensure client service standards are met by supervised staff
- Representation at finance related meetings with internal and external stakeholders.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- experience working with accounting frameworks, preferably in a government context
- experience in the preparation and review of annual financial statements
- experience fixed asset accounting and management
- a strong understanding of Australian Accounting Standards and the ability to apply this to government entities
- experience in treasury management, preferably with a demonstrated understanding of appropriations including special

accounts

- experience in providing accurate, timely and consistent advice and services to stakeholders
- working knowledge of the Australian Government financial framework.

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, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Charlotte Martin, 02 6272 5967
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0694833

Department of Agriculture, Water and the Environment

Closing Date:Wednesday 13 October 2021

Parks Australia
Northern Territory Parks (Kakadu National Park) Park Operations

Job Title	Ranger (Affirmative Measure – Indigenous)
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	\$60,791 - \$68,003
Classification	APS Level 3
Position Number	2021/5074
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Agriculture, Water and the Environment (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Operations team is at the forefront of managing the Kakadu National Park and World Heritage Area; welcoming visitors, working with Traditional Owners, undertaking compliance and managing the natural and cultural values of the Park.

Duties

The Job

In support of Park management, the District Ranger works with a team of Rangers in natural and cultural resource management. Your role will assist in preparing work programs and setting the direction for your district team (in the context of the Kakadu Plan of Management). You will work closely with Traditional Owners and other stakeholders in this World Heritage listed, jointly-managed National Park and make a significant contribution to the management of the natural and cultural values of the park.

Duties will include:

- Working collaboratively with Traditional Owners, Park staff and stakeholders to develop and help implement natural, cultural and visitor management programs.
- Supervision of operational units to develop and implement annual plans for site management, resource allocations, WHS, monitoring and reporting
- Implementing annual compliance plans and undertaking compliance and enforcement duties as per plan and consistent with Authorised Officer (EPBC Warden) powers of appointment
- Assisting, and becoming familiar with, the development of trip activity plans, vessel plans and search and rescue (SAR's) plans as required
- Supervising and motivating staff in a cross-cultural workplace and adopt a mentoring and capacity building role
- Assisting in the management and maintenance of key assets including vessels, vehicles, plant equipment and maintain asset registers.
- Participation in emergency responses, and in compliance and enforcement activities
- As an important member of our operations team, and a uniformed representative of Kakadu National Park, park visitors and tour operators will look to you for expert assistance and guidance.

Eligibility

What we are looking for

Knowledge and experience

Cultural knowledge of the southern area of Kakadu National Park will be highly regarded.

Notes

Identified position – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that they may be required to perform occasional out-of-hours and weekend work,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- note that staff housing is provided. It is highly desirable that the successful applicant lives on site in the provided accommodation upon engagement.

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.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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, Water and the Environment

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To Apply

Position Contact	Samuel Hyson, 08 8938 6161 / 0439489581
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0694845

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 13 October 2021

Parks Australia
Northern Territory Parks (Kakadu National Park) Park Operations

Job Title	Senior Ranger (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	\$68,534 - \$74,611
Classification	APS Level 4
Position Number	2021/5072
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Agriculture, Water and the Environment (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Operations team is at the forefront of managing the Kakadu National Park and World Heritage Area; welcoming visitors, working with Traditional Owners, undertaking compliance and managing the natural and cultural values of the Park.

Duties

The Job

In support of Park management, the Senior Ranger will provide leadership to a team of Rangers in aspects of protected area management. Your role will assist in preparing work programs and setting the direction for your district team (in the context of the Kakadu Plan of Management). You will work closely with Traditional Owners and other stakeholders in this World Heritage listed, jointly-managed National Park and make a significant contribution to the management of the natural and cultural values of the park.

Duties will include:

- Working collaboratively with Traditional Owners, Park staff and stakeholders to develop and help implement natural, cultural and visitor management programs
- Supervision of operational units to develop and implement annual plans for site management, resource allocations, WHS, monitoring and reporting
- Implementing annual compliance plans and undertake compliance and enforcement duties as per plan and consistent with

Authorised Officer (EPBC Warden) powers of appointment

- Assisting, and becoming familiar with, the development of trip activity plans, vessel plans and search and rescue (SAR's) plans as required
- Supervising and motivating staff in a cross-cultural workplace and adopt a mentoring and capacity building role
- Assisting in the management and maintenance of key assets including vessels, vehicles, plant equipment and maintain asset registers
- Participating in emergency responses, and in compliance and enforcement activities
- As an important member of our operations team, and a uniformed representative of Kakadu National Park, park visitors and tour operators will look to you for expert assistance and guidance.

Eligibility

What we are looking for

Knowledge and experience

Cultural knowledge of the Kakadu National Park area will be highly regarded.

Mandatory qualifications

Attain the pre-requisite qualifications and be appointed as an Authorised Officer (Warden) under the EPBC Act.

Notes

Identified position – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- hold a current coxswains licence or have the ability to obtain,
- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- meet physical fitness minimum standards to undertake work within the role including firefighting as needed,
- note that the ability to perform shift work is a requirement when applying for this position(s),
- note that they may be required to perform occasional out-of-hours and weekend work,
- note that you must be able to obtain and hold an Employee Firearms Licence
- note staff housing is provided. It is highly desirable that the successful applicant lives on site in the provided accommodation upon engagement.

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.

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.

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To Apply

Position Contact	Samuel Hyson, 08 8938 6161 / 0439489581
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0694851

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 13 October 2021

Biosecurity Animal
Animal & Biological Imports Various

Job Title	Technical Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$74,765 - \$82,018
Classification	APS Level 5
Position Number	2021/5657
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Animal and Biological Imports Branch implements biosecurity policies to allow for the safe movement of animals, animal products (including aquatic animals and their products) and genetic material into Australia. The activities of the branch include the provision of technical advice to staff, importers and stakeholders, development and publishing of import conditions, instructional material and other guidance material, and assessing import permit applications and issuing import permits.

Duties

The Jobs

As a Technical Officer in the Animal and Biological Imports Branch, you will work with a dedicated group of officers who are committed to maintaining and improving Australia's biosecurity system. The successful applicants will need to enjoy working in fast-paced and changing work environments, display initiative, have sound judgement and deliver quality work within tight deadlines.

The duties of the roles include:

- undertaking biosecurity regulatory functions including assessing import permit applications for animal and biological products
- preparing and reviewing changes to the department's import conditions database (BICON) and other online communications

material

- conducting assessments of imported goods for biosecurity risk and providing recommendations to a delegate that adequately address the biosecurity risk
- providing sound technical biosecurity advice to importers, operational staff within the department and other stakeholders associated with the import of animal and biological products
- assisting with reviewing and updating technical work instructions for operational staff within the department undertaking frontline biosecurity related functions
- assisting with the review of business processes and the identification of opportunities for improvement
- assisting with the preparation of briefings, reports and correspondence
- the analysis of trade and import data for animal and biological products to help identify emerging biosecurity risks across import supply chains.

Please note that this recruitment process will be used to fill several ongoing vacancies across the Animal & Biological Imports Branch. The merit pool established through this selection process, which is valid for a period of twelve months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future vacancies in the branch where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

Knowledge or previous experience in any of the following would be advantageous:

- Experience in a regulatory environment.
- Experience in conducting assessments and providing recommendations.
- An understanding of Australia's biosecurity system.
- Working in busy technical and operational environments.
- Collating and analysing complex data.
- Knowledge of animal pests and diseases that may pose a biosecurity risk to Australia and controls applicable to their management.

Mandatory qualifications

A tertiary qualification in a relevant area of biological, agricultural or environmental science is mandatory.

Notes

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To Apply

Position Contact	Michael Ware, (02) 6271 6315
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0694871

Regional Investment Corporation

Closing Date: Tuesday 05 October 2021

Transformation and Engagement
Orange

Job Title	Research and Evaluation Manager
Job Type	Full-Time, Ongoing
Location	Orange NSW
Salary	\$111,843 - \$144,738
Classification	Executive Level 1
Position Number	1
Agency Website	https://www.ric.gov.au/

Job Description

Duties

The Regional Investment Corporation (RIC) is a corporate Commonwealth entity that encourages growth, investment and resilience in Australia's rural and regional communities by delivering the Commonwealth's farm business concessional loans.

A great opportunity has arisen at The RIC for a Full Time Research and Evaluation Manager to join the Transformation and Engagement Team and provide support to the Executive Director and other members of the RIC Leadership team in developing strategic initiatives.

The Role:

As the Research & Evaluation Manager, you will be responsible for supporting the strategic development of the RIC, and providing guidance oversight of the RIC's research and program evaluation activity. This will include the provision of advice and insight regarding the application of relevant legislation to the RIC's programs.

You will be responsible for:

- The monitoring and evaluation of programs and loan products, ensuring robust evaluation frameworks are in place the provide insight to government on program efficacy and future policy formulation
- Managing the Voice of the Customer and Voice of the Stakeholder programs to ensure feedback and insights are used to continuously improve RIC's products and services
- Developing and managing ongoing reporting to support the RIC's progress against our strategic plan and objectives

- Providing strategic advice to management and the Board on matters that relate to RIC's role in supporting agribusiness and regional communities.

To be successful in this role, you will have:

- high level research and analytical skills (including conceptual and problem-solving skills) and sound judgement
- an ability to work collaboratively
- high level written and verbal communication skills including well developed negotiation skills
- ability to develop clear and compelling strategy and policy presentations and documentation that can be shared at an Executive level
- strong stakeholder management skills
- an ability to plan, manage and coordinate projects to meet deadlines
- an ability to work independently with limited supervision or as part of a team.
- An understanding of Australian agricultural industries
- Knowledge of the machinery of government and legislative processes
- Experience in developing policy or programs – preferably Commonwealth government experience
- Experience and/or qualifications in Monitoring and Evaluation
- Experience in strategic planning, strategy formulation, and/or management consulting
- Relevant tertiary qualifications would be highly regarded

For this position we offer:

- \$111,843 to \$144,738 per annum (plus 10% Superannuation)
- Normally 36.75 hours per week
- 4 weeks annual leave

For more details on this exciting position visit www.ric.gov.au or contact Olivia Meli, Human Resources Officer, during business hours on Phone: (02) 6360 7699 or Email: Olivia.meli@ric.gov.au

Applications Close: 1/10/2021

The RIC has the right to interview for this position prior to the closing date.

The RIC is an Equal Opportunity Employer and is committed to fostering a diverse, safe and flexible workplace that values differences, supports inclusiveness and encourages all employees regardless of gender, cultural background, disability, sexual orientation or caring responsibilities, to achieve their potential. **Only Australian Citizens may apply for this position.**

Where additional candidates are found suitable from this round of recruitment a talent list or pool may be created for filling any similar permanent or temporary roles that may become vacant over the next twelve months.

Eligibility

Notes

About the Regional Investment Corporation

The Regional Investment Corporation (RIC) is a Federal Government-backed specialist finance provider for farmers and farm-related small businesses.

To Apply

Position Contact	Olivia Meli, (02) 6360 7699
Agency Recruitment Site	

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Attorney-General's

Vacancy VN-0694831

Comcare

Closing Date: Wednesday 06 October 2021

Regulatory Operations Group
National Regulatory Programs Team

Job Title	Senior Inspector, Psychosocial Risk Regulation
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$86,514 - \$96,000
Classification	APS Level 6
Position Number	0000
Agency Website	

Job Description

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

The National Regulatory Projects team is responsible for the design, delivery and review of programs targeting high risk hazards and industries nationally including but not limited to psychosocial risk and major infrastructure projects. The team is part of the service delivery arm of Regulatory Operations Group (ROG) that administers the *Work Health and Safety Act 2011* (WHS Act) through a variety of prevention, assurance and enforcement activities including:

- workplace inspections;
- awareness raising activities;
- audits; and
- investigations.

Prevention is the primary focus through targeted intelligence driven stakeholder engagement, education and audit programs. The range of response and intervention following a safety incident includes investigation and justice outcomes through enforcement activity. **Duties**

The Senior Inspector, Psychosocial Risk Regulation undertakes a range of Workplace Health and Safety (WHS) regulatory activities specific to psychosocial risk in accordance with relevant legislation, policy and procedures under minimal direction and supervision.

The work includes: WHS related prevention programs, campaigns, health and safety audits, stakeholder engagement, presentations, inspections and investigations across a wide range of industries.

The role delivers and assists to drive the provision of timely, high quality services in a nationally consistent, regional service delivery environment. The role requires working as a team, mentoring less experienced inspectors, and working collaboratively with a wide range of stakeholders including employers, workers, complainants, Health and Safety Representatives, employer associations, unions and federal and state government agencies.

Qualifications/Experience

Mandatory

- Obtain a Diploma of Government (Workplace Inspection) within 18 months of engagement.
- Achieve and maintain appointment as an Inspector under the WHS Act.

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 Comcare

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

To Apply

Position Contact	Kellie Heran, 07 3303 0005
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Department of Defence

Closing Date: Wednesday 06 October 2021

Capability Acquisition and Sustainment Group
Ships

Job Title	Deputy Technical Director
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	CASG/04058/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1864BC7A-16B0-03AC-966C-BFBD2483E929>

Duties

The Role

The key responsibilities for this position are:

- Establishing and operating the technical arm of a highly effective production assurance and test organization
- Leading and managing technical staff and stream leads
- Oversighting all technical aspects of shipbuilding assurance and test
- Ensuring delivery of specific NCB strategic plan outcomes and KRAs
- Certifying that all construction related contract requirements have been met, acceptance testing has been suitably demonstrated and evidence has been documented correctly for CASG to accept delivery of the vessel
- Supporting NCB's development efforts to build and sustain shipbuilding expertise to fulfil national leadership's goal of creating an effective, sovereign, continuous Naval Shipbuilding Acquisition enterprise
- Supporting future ship design development activities and related contract development through documentation and implementation of shipbuilding requirements, lessons learned and good practice.

About our Team

Naval Construction Branch (NCB) aims to be recognised as the critical driver in the delivery of capability to Navy within the national shipbuilding enterprise. The long-term, continuous build program outlined in Government's Naval Shipbuilding Plan of 2017 requires Defence to take a new approach in the waterfront management of ship and submarine construction and that is why NCB are calling for applications from talented, motivated and skilled people to drive this critical national agenda.

The Deputy Technical Director will be required to work in a complex operating environment as part

of the NCB, which is headquartered in Adelaide. The position supports the implementation and delivery of continuous shipbuilding and is an integral part of the Technical management team within NCB. This role directly supports the Technical Director with management and achievement of the Directorate KRAs.

Our Ideal Candidate

To succeed in this role you must have personal drive and integrity with the ability to:

- Build a collaborative team environment that provides services and outcomes consistent with the organizations operating model with a focus on achieving business objectives.
- Lead the development and implementation of strategic initiatives that support the organizational operating model.
- Influence the strategic focus of the organization through effective leadership.
- Set high standards of performance by defining and delegating clear levels of responsibility and accountability.

Eligibility

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 supportive work environment and a diverse workforce.

To Apply

Position Contact	Roger Duffield, 08 8227 3687
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1864BC7A-16B0-03AC-966C-BFBD2483E929

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Defence

Vacancy VN-0694659

Department of Defence

Closing Date: Wednesday 06 October 2021

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Capability Enhancement Manager
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/04559/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=031E38B3-58A7-2814-A8FA-BFD3BA3838E0>

Duties

The Role

This position is responsible for managing a range of Air Mobility project activities, supporting the C-130J and the C-27J. Actively engaging with Air Mobility Group Capability Development to specify, plan and deliver capability enhancement projects, is a major component of the role. In addition, the role provides advice around the life support costs of maintaining the new capability. This includes monitoring, managing and reporting on contractor performance in executing assigned capability enhancement activities and performance of Project Management duties.

Due to the potential of similar capability enhancement projects across various Air Force platforms, the role requires the transfer of project knowledge through sharing ideas, information and experiences with other CASG project teams. Alongside, seeking opportunities for learning and development, then sharing project management knowledge throughout the unit.

About our Team

The Air Lift Systems Program Office (ALSPO) at RAAF Base Richmond is a Business Unit within the Airlift and Tanker Systems branch of the Aerospace Systems Division. ALSPO is the in-service support agency responsible for sustaining and enhancing the RAAF's C-130J Hercules and C-27J Spartan aircraft. ALSPO, in partnership with industry, exists to support Air Mobility Group achieve its mission by providing effective sustainment support solutions.

Being a part of a small Capability Enhancement team, the successful candidate will also be exposed to one Air Force Major Project that resides within the greater Project Management Unit. This exposure will allow the candidate to experience how the unit delivers the CASG Major Project Capability Development lifecycle.

Finally, the small Capability Enhancement team is part of the Air Lift Systems Program Office which is situated on a working RAAF base at Richmond NSW. This allows the candidate a unique opportunity to have direct access to all major stakeholders whilst working with Air Force Wing and Squadrons, and supporting industry partners.

Our Ideal Candidate

The candidate would be able to understand and deliver true project governance across various projects which range in operational environment complexity and have a diverse acquisition delivery system. Currently the C-130J and C-27J Capability Enhancement Projects are a collection of Air Force Minor Projects and numerous COTS and MOTS acquisition projects with various stakeholders including Air Force, Army, the Federal Government's Defence Innovation Hub and industry. We are seeking an enthusiastic and motivated individual to join our team. As our ideal candidate, are you:

- Experienced in aerospace engineering environments and governance management
- Desiring to work in a dynamic team and with the opportunity to shape and influence the outcomes of an Air Force program

The successful candidate will have:

- Skills and experience in Project Management
- Ability to manage a diverse team on complex projects
- Sound business acumen and a demonstrated understanding of the Defence Industry strategies
- Capacity to think strategically and develop plans to enhance the achievement of business level outcomes
- Excellent communication and stakeholder engagement skills
- High-level organisational skills, self-driven and initiative with the ability to influence and shape others' behaviours to achieve tasks and business objectives
- Superior risk analysis and deductive reasoning skills to support effective decision making

Eligibility

Security Vetting

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Geoff Russell, 02 4579 2749
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=031E38B3-58A7-2814-A8FA-BFD3BA3838E0

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Defence

Vacancy VN-0694661

Department of Defence

Closing Date: Wednesday 06 October 2021

Defence People Group
Head People Capability

Job Title	Defence Member and Family Helpline Worker
Job Type	Full-Time;Part-Time, Ongoing
Location	Deakin ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DPG/04452/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=68E7C1BF-489E-760A-EE77-BFD3BA42FE93>

Duties

The Role

- Do you have a strong background in the delivery of human services?
- Do you communicate easily with a range of stakeholders?
- Are you interested in strengthening Defence families?
- Are you willing to be part of a rotating shift work roster, including weekends?

Defence Member and Family Support established a National Intake Centre (The Defence Member and Family Helpline) in Canberra in February 2012 and is looking for experienced Human Services Practitioners to deliver this service. The helpline has national and international reach dealing with military communities from many locations around Australia and in key posting locations overseas. You will possess formal Human Services qualifications (e.g. social work, psychology) and be able to attain a "baseline" security clearance.

You will also have hands-on experience in the delivery of human services (ideally as a generalist social work practitioner or as a psychologist) and have employed best practice brief interventions and case management processes in your practice. Working in a small team, your duties will include fielding phone and email enquiries regarding all types of social situations, providing assertive reach out, making referrals to appropriate localised community services, conducting multi-dimensional assessments, delivering brief interventions and writing reports. You will also deliver absence from home support and deliver presentations and webinars where required.

The successful applicant must work on a roster system of different shifts over 7 days. One of these shifts will be managed through a restricted duty system.

About our Team

Defence Member and Family Support (DMFS) offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military way of life. DMFS supports Defence families' self-reliance and increases the capacity of the wider community to support the needs of Defence families. The Defence Member and Family Helpline provides DMFS's 24/7 response and aims to promote active coping and family readiness.

Our Ideal Candidate

Our Ideal Candidate has tertiary (university level) qualifications in the human services (e.g. social work, psychology) and experience working with clients using crisis intervention strategies and problem solving and solution focused approaches. The successful candidate will have well developed counselling skills, especially engagement skills and the use of empathy. In addition, they will have demonstrated ability to work in a self-managing team, to be adaptable and responsive to the organisation's changing needs, tasks and directions. **Eligibility**

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

Notes

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To Apply

Position Contact	Cathy Davis, 02 5131 5845
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68E7C1BF-489E-760A-EE77-BFD3BA42FE93

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Department of Defence

Closing Date: Wednesday 29 September 2021

Estate and Infrastructure Group
Office of DEPSEC EIG

Job Title	GEMS Application Manager
Job Type	Full-Time, Ongoing
Location	Fairbairn Raaf ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	EIG/04414/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=66A9540D-4C99-E72D-D4E4-BFD3BAC2F3CF>

Duties

The Role

The GEMS Application Manager is a critical role responsible for managing the sustainment and future development of the Defence Garrison Estate Management system (GEMS). This role will be navigating a challenging work program whilst concurrently working with the extant sustainment framework to transition to a new landscape through key Defence initiatives, Base Service Transformation (BST) and Enterprise Resource Planning (ERP).

This role will also be considering the transition of current capability across a number of system components, notably SAP and the Geospatial Information System (GIS). The Application Manager is the lead on assessing Business requirements against potential system solutions as well as resolving complex incidents that arise. The Application Manager is also the main conduit for Defence Industry partners in managing an integrated landscape environment.

About our Team

The Garrison Estate Management System (GEMS) and Business Transformation Branch is looking for an EL1 GEMS Application Manager to provide management of the Solution Support Team. The Team comprises Business Analysts/Functional Designers that transform business requirements into system solutions. These can range from significant development through to rectification of urgent technical issues. The team primarily comprises professional contractor personnel working in various locations around Australia.

Our Ideal Candidate

The successful candidate will have well developed experience in staff management, business analytics and contract management. The role will suit someone who enjoys:

- Developing and providing subject matter expert support to the business on system support to Integrated Service Delivery, Base Service Transformation and extant contract management and workflow
- Using their highly developed interpersonal skills, demonstrating excellent written and verbal communication
- Engaging with diverse users and stakeholders within the Defence landscape
- Engaging with Defence Industry partners
- A high tempo of operational support
- Leading and sustaining a remotely based, high performing team
- Encouraging team members to explore innovative solutions

- Working in an information technology environment and ensuring the business is sufficiently supported

The successful candidate should be able to work flexibly from any Defence location (noting COVID-19 work-from-home requirements that may be in place, as required) and manage a team geographically spread across Australia. **Eligibility**

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

Notes

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

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To Apply

Position Contact	David Williams, 0416 228 760
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=66A9540D-4C99-E72D-D4E4-BFD3BAC2F3CF

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Defence

Vacancy VN-0694673

Department of Defence

Closing Date: Wednesday 03 November 2021

Defence Executive Support Group
Defence Legal

Job Title	Lawyer & Senior Lawyer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$61,630 - \$129,891
Classification	
Position Number	DESG/04618/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9A2E591D-4BD1-824B-1498-BFD3BB5CC155>

Duties

The Role

Defence Legal is a national practice providing legal advice and support to Defence. We draw upon our diverse professional expertise to pursue excellence in support of Defence operations, command, management and administration. A career in Defence Legal offers work across different areas of law including but not limited to national security law, international law, commercial law, litigation, and corporate and administrative law, including positions outside Canberra.

As part of the Director-General Military Legal Branch, this position is for a Lawyer/Senior Lawyer in the Directorate of Intelligence Law (DIL) based in Canberra.

The day to day tasks undertaken will include:

- providing legal advice and legal policy support concerning Defence Intelligence activities including the use of their statutory powers and functions, in particular under the Intelligence Services Act 2001
- supporting the development and implementation of legislation
- working closely with other parts of Defence Legal and government generally to provide legal advice affecting broader Defence interests, and
- supervising and/or mentoring junior lawyers (for APS6/EL1), and contributing to the team's corporate initiatives.
- Please specify the APS level you are applying for as the position may be offered at any level within the broadband depending on the most suitable candidate.

About our Team

The Directorate of Intelligence Law (DIL) provides strategic level advice to the Department of Defence on intelligence law matters and provides legal support to the Defence Intelligence Group, which includes the Australian Geospatial-Intelligence Organisation and Defence Intelligence Organisation. DIL staff are co-located with key internal stakeholders. Headed by a Principal Legal Officer and including civilian and military lawyers, DIL provides legal and legal policy advice across a range of intelligence-related areas. It also coordinates intelligence law and legal policy advice with Defence and external stakeholders, including the Australian National Intelligence Community and international partners.

Our Ideal Candidate

DIL is seeking legal specialists with a collaborative mindset who are keen to build relationships within Defence and with external stakeholders to facilitate the provision of practical, accurate and timely legal advice in a collegial environment. Experience working in intelligence and national

security law, or postgraduate qualifications in a relevant area of law, will be highly regarded.

To be successful, you will need:

- excellent communication and relationship management skills
- the ability to lead and work collaboratively as a member of a team
- the ability to rapidly understand new complex issues and manage competing priorities in a high tempo environment.

Eligibility

Security Clearance

Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance. As a Positive Vetting clearance is required, applicants must be an Australian Citizen; 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. For more information refer to the Information Pack

Mandatory Qualifications

- Be eligible for admission as a lawyer, legal practitioner, barrister or solicitor of the High Court or Supreme Court of an Australian State or Territory.
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which you will practice.

Notes

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

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To Apply

Position Contact	Chantelle Peterson, 0427 756 912
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9A2E591D-4BD1-824B-1498-BFD3BB5CC155

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Defence

Vacancy VN-0694731

Department of Defence

Closing Date: Wednesday 06 October 2021

Defence Executive Support Group
Defence Security & Vetting Service

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	DESG/04545/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=52B422EE-7B3F-33D8-4391-BFD3BEE58B00>

Duties

The Role

You will be leading a small team undertaking policy analysis and design in response to a range of critical strategic security issues. You will work with stakeholders across Defence, other Commonwealth agencies and defence industry to help protect Defence's critical assets, information and people through the provision of evidence-based policy and advice. You will have the opportunity to directly shape thinking, influence strategy and contribute to the protection of Australia's national interests.

About our Team

Security Policy and Services Branch provide the foundation for security policy, services and advice across the Defence enterprise. The Branch is responsible for the development and assurance of security policy across Defence and building security resilience in the defence industry sector in support of the Australian Government's \$270 billion investment in Defence capability over the next decade.

The Branch comprises four sections with a diverse set of work programs including the development of enterprise and industry security policy, negotiating international security of information treaties and providing advice to Government on strategic security issues. Each section contributes to the roll-out of the Defence Security Strategy. The Strategy is designed to ensure Defence has an agile, adaptive and resilient approach to security in order to best support Defence to protect Australia and our national interests in an increasingly complex strategic environment.

Our Ideal Candidate

We are looking for creative, critical thinkers who enjoy working collaboratively, can manage competing demands, and consider policy challenges and solutions within Defence's remit. A background in policy development and analysis, strategic intelligence or security risk would be beneficial, but is by no means essential. Please get in touch if you would like more information.

Eligibility

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

Notes

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

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To Apply

Position Contact	Joe Gyngell, 0428719046
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=52B422EE-7B3F-33D8-4391-BFD3BEE58B00

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Defence

Vacancy VN-0694733

Department of Defence

Closing Date: Wednesday 06 October 2021

Estate and Infrastructure Group
Infrastructure Division

Job Title	Estate Property Manager
Job Type	Full-Time, Non-Ongoing
Location	Brindabella Business Park ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	EIG/04554/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AE279132-F006-D1DD-1222-BFD3F712FFA6>

Duties

The Role

The duties of an EL1 Estate Property Manager occupation in Defence include the following:

- Accountable for leading a team, managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others and guide and mentor less experienced employees.
- Plan, manage and deliver a range of property related outcomes in accordance with relevant legislation, policy and procedures.
- Manage and monitor contractors and consultants to achieve business outcomes.
- Produce and review briefs, reports and other correspondence.
- Engage and negotiate with a range of internal and external stakeholders to achieve outcomes.

About our Team

Property Management Branch is responsible for planning and managing the leasing of properties for Defence, the licensing of Defence properties, management of public private partnership contracts, management of Defence office accommodation within the ACT, the acquisition and disposal of properties, as well as managing Defence estate related requests for information relating to mining, native title and foreign investment.

The vacant position resides in the Directorate of Estate Disposals and Overseas Leasing within the Property Management Branch. Defence is constantly reviewing its estate portfolio to ensure that the estate meets the capability requirements of the Australian Defence Force. The Directorate of Estate Disposals and Overseas Leasing is responsible for divesting surplus properties in Australia, in accordance with the Commonwealth Property Disposal Policy, in support of broader Commonwealth outcomes and also managing Defence leases, both office and residential, internationally.

Our Ideal Candidate

An EL1 Estate Property Manager is accountable under broad direction to perform and achieve complex to very complex real property management work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An EL1 Estate Property Manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the property services function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

Eligibility

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

Notes

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

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To Apply

Position Contact	Dr Yeong-Han Cheong, 0408 064 385
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE279132-F006-D1DD-1222-BFD3F712FFA6

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Defence

Vacancy VN-0694741

Department of Defence

Closing Date: Wednesday 06 October 2021

Defence Science and Technology Group
Science Engagement & Impact Division

Job Title	Director Science Programs - Maritime
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	DSTG/04386/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=34DADB83-5724-DB6D-C15C-BFD3F71DD5F4>

Duties

The Role

The Science and Technology (S&T) Coordination Branch of DSTG's Science Engagement and Impact Division (SEID) is seeking a talented and enthusiastic S&T6 or EL2 staff member to fill the role of Director Science Programs Maritime (DSP-M) in the Office of Scientific Adviser Maritime. The role supports Scientific Adviser Maritime, engages directly with our stakeholders and works collaboratively with the broader Scientific Adviser community. You will interpret and analyse stakeholder S&T priorities, engage with stakeholders, and develop and monitor the S&T investment plans to realise the priorities of the Maritime Domain under the leadership of the Domain Program Manager Maritime. Roles and Responsibilities.

- Be accountable to the Scientific Adviser and responsive to Domain Program Manager in assuring alignment of the program to Defence needs and delivery of outcomes in a transparent manner.
- Develop policies and procedures to assist with longer term domain S&T delivery to contribute to the strategic objectives of Defence.
- Manage highly complex and sensitive customer relationships: senior Defence clients and desk officers; and Research/Program Leaders; S&T Project Managers and others in DSTG to facilitate a consistent S&T program.
- Engage with stakeholders to ensure DSTG understands and supports the S&T needs of Defence.
- Assure the monitoring of the S&T program impacts and ensure stakeholder priorities are met.
- Coordinate and contribute to the preparation of DSTG Program Reporting.
- Work collaboratively with the broader Scientific Adviser and Australian Defence and University Network (ADSUN) community.

About our Team

The position will provide excellent experience in understanding DSTG's Maritime Domain engagement with the Navy, the Capability Acquisition and Sustainment Group (CASG) and Australian Defence Force Headquarters. It will also provide valuable knowledge in understanding the breadth of DSTG's work in support of all our partners and stakeholders. Specifically how Defence S&T realises Maritime outcomes ranging from contestability of decisions, the design of the future force, developing Integrated Investment Program projects and sustaining the current force. The position is based in Canberra.

Our Ideal Candidate

The ideal candidate will have:

- High-level of achievement and experience in a relevant field of science and technology or engineering.
- Demonstrated ability to act as a professional liaison to facilitate in the development and interpretation of S&T problems, needs and requirements.
- Analytical Skills
- Demonstrated ability to analyse complex Defence problems and identify the key issues and underpinning policy, process and procedures questions.
- Management and Leadership Skills
- Demonstrated ability to identify key tasks, prioritise activities and track outcomes to their conclusion.
- Demonstrated ability to contribute to a high level of teamwork and contribute to the effective management and development of other staff.
- Adaptability and Flexibility
- Demonstrated ability to transition between areas of knowledge with little lead time.
- Demonstrated ability to work under pressure to meet tight and changeable deadlines.
- Communications Skills
- Demonstrated ability to establish and maintain effective working relationships with key stakeholders.
- Demonstrated high-level oral and written communication skills, including the ability to communicate succinctly and clearly, to convey key issues to senior stakeholders.

Note: The position requires a NV1 security clearance. **Eligibility**

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

Notes

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To Apply

Position Contact	Maria Athanassenas, 02 5131 4001
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=34DADB83-5724-DB6D-C15C-BFD3F71DD5F4

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Defence

Vacancy VN-0694755

Department of Defence

Closing Date: Wednesday 06 October 2021

NAVY
Navy Capability

Job Title	Navy Uniforms Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	NAVY/04503/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E932964C-1A8B-3BDB-E528-BFD3F833387F>

Duties

The Role

The Navy Uniforms Manager (NU-M) is responsible for the development and maintenance of all policies and procedures associated with the management of Navy Uniforms. This position includes contributing to strategies and planning to introduce new uniform items and the review of existing items in order to confirm and deliver a contemporary, practical Navy uniform in both the sea and shore environments.

The NU-M duties include working to ensure the reliable supply and quality of Navy clothing, monitoring service delivery and liaison with stakeholders and customers to define Navy uniform and clothing specifications, including sustainment and procurement processes.

This position requires the NU-M to have good written skills as duties include the composition of responses to correspondence, drafting of briefs and the development of reports as required. The NU-M needs to possess the skills to communicate effectively with a wide range of stakeholders including Senior Officers, Contractors and Subject Matter Experts to achieve the required outcomes.

About our Team

The Navy Uniforms Section sits within The Directorate of Navy Logistics Support (DNLS). DNLS is responsible as the Navy Capability Manager's Representative to manage requirements and resources necessary to deliver Fuels and Lubricants, Navy uniforms and Maritime Support. The Directorate also has responsibility for articulating Navy requirements for Logistics Systems and Logistics Information Management

The Navy Uniform Team is a small team that works to ensure that the Navy uniform strategy and inventory adequately supports Navy's combat and non-combat clothing requirements. Navy Uniforms are responsible for the development of requirements, implementation of these requirements and day to day management of strategic policies and procedures relating to the naval uniform.

Our Ideal Candidate

The Directorate of Navy Logistics Support is seeking a professional, self-motivated person to join our Uniforms team.

This position will suit if you are able to demonstrate:

- Excellent oral communication skills and experience in drafting high quality written communication pieces (including briefs, publications, reports and minutes from meetings)
- An ability to build and sustain effective relationships with stakeholders to deliver agreed business outcomes, and be able to work as part of a team and independently as required.
- Strong organisational and coordination skills and a desire to learn the business is essential.
- Knowledge of Department of Defence and Military Uniform is desirable but not essential.

Eligibility

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 supportive work environment and a diverse workforce.

To Apply

Position Contact	Debra Locke, 02 6192 7217
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E932964C-1A8B-3BDB-E528-BFD3F833387F

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Department of Defence

Closing Date: Wednesday 06 October 2021

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Officer
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/04407/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2FC7EE97-9584-2A6A-84DE-BFD4E5DAF85E>

Duties

The Role

As the APS 6 Commercial Officer within ACSPO, you will be responsible for providing informed advice and support to Australian F-35 Program stakeholders on all matters of export control and commercial activities. This is to ensure compliance with, Australian and US Export control regulations, the global Joint Strike fighter (JSF) Cooperative Program and Defence Procurement Guidelines. You will work closely with Australian F-35 Program members, both within Joint Strike Fighter Branch (JSFB) and ACSPO to manage relevant US export control agreements and licenses.

This will entail management of the Australian F-35 Agreements Register, coordination of Subject Matter Expert reviews, conduct of policy reviews and the provision of feedback to the Australian Embassy in the US. In addition, you will assist in the control of access to ACSPO electronic files library and F-35 Program information through assessment of individual access authority, coordination of personnel information, upkeep of the access register/database, and by ensuring the execution of appropriate agreements as required.

Within this role, you will:

- Report to the Commercial Manager and be accountable for managing all ACSPO export control business, consistent with Defence policy and export controls management framework;
- Be required to support procurement and commercial activities, by being involved in the development and management of various procurement tasks such as; tendering, contract formation, negotiation and implementation; and
- Must also be prepared to support the Commercial Manager in any other commercial activities as directed.

This role is critical to enable Defence to achieve the optimal commercial and capability outcomes to meet its objectives, which will therefore maximise value for money investment returns, as well as meeting legislative and mandatory policy requirements.

About our Team

ACSPO organisationally sits in the Aerospace Systems Combat Branch, under Aerospace

Systems Division in CASG, within the Department of Defence. ACSPO is the aviation asset management in-service support agency for the Australian F-35A Lightning II Air System. ACSPO engages with local, regional and international enterprise partners and suppliers of the F-35 Global Program; consisting of both foreign governments and industry, to provide sustainment support for the Capability Manager, the Royal Australian Air Force.

ACSPO is based at RAAF Williamtown in NSW, and supports the Australian F-35A fleet. The F35A aircraft are currently based at RAAF Williamtown; however, towards the end of 2021 there will also be a squadron based at RAAF Tindal in the Northern Territory.

The primary focus for ACSPO is governing across the Australian F-35A Air Combat Capability. This includes the ongoing management, execution and continuous improvement of the various governance frameworks, processes and procedures in order to provide leading aviation asset management. Accepting transition of the remaining governance and asset management functions from the F-35A acquisition organisation also remains a priority for ACSPO.

Our Ideal Candidate

Our ideal candidate will:

- Has an understanding of US export control regulations and compliance requirements or is able to quickly acquire such understanding as demonstrated through previous experience.
- Sound commercial experience in procurement and contracting; in order to effectively support the required export controls and commercial activities across the procurement lifecycle.
- Be able to develop complex export controls strategies and related management systems and documentation.
- Exhibits commercial acumen and knowledge in interpreting and advising on legislation, policies and complex export controls matters, such as licensing and agreements.
- Have familiarity in driving innovation and continuous improvement of processes. We are also looking for someone with initiative, strong organisational skills, is task focused, and has the ability to respond appropriately to pressures and changing priorities.
- Very importantly, we are looking for someone with exceptional leadership skills.
- This person will also have excellent interpersonal skills with a passion for providing efficient and effective export controls and commercial management practices and procedures.

The need to be flexible, adaptable, innovative, driven to succeed and confident in your abilities to work autonomously is critical to your success as the APS 6 Commercial Officer. Your willingness to support and assist other team members with tasks and activities outside your expertise, particularly with various procurement activities; along with the ability to solve complex problems, are also professional attributes you must possess to be successful at integrating into the high performing team of ACSPO.

Local, regional and international stakeholder engagement is a core aspect of the role. As such you must be adept at communicating effectively and with influence, to work collaboratively with stakeholders on complex and sensitive export controls and commercial matters. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Diana Murray, 02 4078 1817
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2FC7EE97-9584-2A6A-84DE-BFD4E5DAF85E

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Foreign Affairs and Trade

Vacancy VN-0694874

Australian Centre for International Agricultural Research (ACIAR)

Closing Date: Wednesday 06 October 2021

Research
Program Support

Job Title	Program Support Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Bruce ACT
Salary	\$69,118 - \$72,961
Classification	APS Level 4
Position Number	Various
Agency Website	https://www.aciar.gov.au

Job Description

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

Program Support Officers (PSOs) operate in Research Programs. There are a number of PSO positions in ACIAR and occupants may be required to rotate between positions according to organisational needs. The PSO supports a Research Program Manager (RPM) who manages a suite of projects in a research program. The PSOs may work one to one with an RPM or within a small PSO team, providing support to a number of RPMs working across programs. It is intended that PSOs work in a collaborative way, sharing information and supporting group learning for the efficient and effective delivery of support services.

The position provides administrative advice and support to RPMs, and project teams. The role involves finance and contract administration; liaising with project stakeholders; preparation and monitoring of budgets; and communication with external and internal stakeholders.

Duties

Duties:

1. Deliver a wide range of administrative services and support to Research Program Managers and project teams.
2. Contribute to the financial management of projects by processing project payments and acquittals; monitoring budgets and making variations as required; and creating and updating spreadsheets.
3. Assist with preparation of contractual documentation, with Australian and overseas institutions in accordance with ACIAR policies and procedures.
4. Maintain all project information on a computer-based information system.
5. Prepare correspondence and reports on program matters; collate documents and information as required.
6. Liaise with internal and external stakeholders (both domestic and international).
7. Contribute to meeting arrangements (both in Australia and overseas); including coordination of attendees and preparation of meeting papers.
8. Make travel arrangements (domestic and international) for RPMs, including booking travel and accommodation; organising visas; and itineraries.
9. Contribute to the effectiveness and productivity of the Research Program by demonstrating flexible and cooperative work practices within a small team/cluster environment

Eligibility

You must be an Australian Citizen to be eligible to apply for this position.

Notes

All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and occupational health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries, and investing in multilateral international agricultural research. Operating under the ACIAR Act 1982, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural systems, higher incomes and strengthened food security in partner countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://aciarc.gov.au>

To Apply

Position Contact	Rachel McGrath, +61 (0) 400 246 490
Agency Recruitment Site	https://www.aciarc.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0694875

Australian Centre for International Agricultural Research (ACIAR)

Closing Date: Wednesday 06 October 2021

Research
Program Support

Job Title	Quality Assurance and System Improvement Officer
Job Type	Full-Time, Ongoing
Location	Bruce ACT
Salary	\$83,958 - \$92,986
Classification	APS Level 6
Position Number	99110
Agency Website	https://www.aciar.gov.au

Job Description

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

The Quality Assurance and System Improvement Officer role is the key point of coordination in improving systems and processes relating to the administration of research program activities. The Quality Assurance and System Improvement Officer will work in close collaboration with the Manager, Research Program Support and the Program Support Officers to deliver high quality project administration. The Quality Assurance and System Improvement Officer will ensure consistency in the application of ACIAR's research program policies and procedures and design and initiate approaches to continuous improvement.

Duties

Reporting to the Manager, Research Program Support, the Quality Assurance and System Improvement Officer is responsible for:

1. Assess efficacy and consistency of practice, policy and procedural advice to and from program support officers across all research programs and developing options for continuous improvement.
2. Develop and maintain standard operating procedures and instruction manuals relating to research program support delivery and develop and deliver training programs to Research Programs.
3. Recommend process and program improvements, in consultation with research program areas and manage the implementation of changes within research programs.
4. Investigate issues as they arise within RAP, liaise with the Business Support Unit and other internal stakeholders for a solution to system fixes and improvements.
- 2
5. Represent the Program Support Officers on the Committee for Improving Projects and Procurement (CIPP) negotiating resolutions to ensure a positive outcome for business needs and program delivery.
6. Actively mentor PSO's, providing leadership, expert advice and guidance in support of the Manager, Research Program Support.
7. Provide support to the Manager, Research Program Support, including representing the role as required and backfill during periods of extended absence.

Eligibility

You must be an Australian citizen to be eligible to apply for this position.

Notes

All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and occupational health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries, and investing in multilateral international agricultural research. Operating under the ACIAR Act 1982, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural systems, higher incomes and strengthened food security in partner countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://aciarc.gov.au>

To Apply

Position Contact	Rachel McGrath, +61 (0) 400 246 490
Agency Recruitment Site	https://www.aciarc.gov.au/careers

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Health

Vacancy VN-0694812

National Health and Medical Research Council

Closing Date: Tuesday 05 October 2021

Corporate Operations and Information
Human Resources

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$76,310 - \$80,542
Classification	APS Level 5
Position Number	1618
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The HR Section is looking for a talented Work Health and Safety (WHS) Officer to join our team in Canberra. You will be responsible for the provision of efficient, timely and accurate advice in relation to safety and employee health, and contributing to the health and wellbeing of staff to enable NHMRC to deliver on our mission of "Building a Healthy Australia".

As a WHS Officer you will be part of a small team responsible for delivering high quality client services, engaging in employee health, well-being and prevention activities and identifying process improvements.

To succeed in this role, you will have demonstrated experience in Work Health and Safety in a government environment, working knowledge of Work Health and Safety legislation, have a positive 'can-do' attitude, be enthusiastic and work successfully in a small team environment.

Your strengths will be your strong client focus and commitment to providing effective, professional service to your clients. Your highly developed organisational skills, strong time management and excellent attention to detail will ensure you can operate in our fast-paced work environment.

If you are passionate about customer service, motivated to achieve results and enjoy working successfully in a small team environment – this is the role for you.

Duties

Key Responsibilities

- Ongoing management and improvement of the NHMRC WHS management system
- Provision of efficient, timely and accurate advice in relation to safety and employee health, well-being and prevention activities
- Assist with WHS enquiries from staff and managers (including interpreting and applying legislation, policy and procedures)
- Provide advice on incident responses, including coordinating incident investigations and accurate record keeping
- Undertake and/or review hazard and risk assessments, coordinate the development and maintenance of the WHS risk register and hazard inspection schedule
- Undertake continuous improvement of internal WHS processes
- Assist with drafting of WHS guidelines and procedures

- Assist with implementing early intervention strategies to support a timely return to work of ill and injured employees
- Support HR team to fulfil HR and organisational business requirements

Key Capabilities

- Must have experience working in Work Health and Safety in a government environment
- Working knowledge of work health and safety legislation and model codes of practice or ability to quickly gain that knowledge
- Able to work effectively both within a small team and autonomously, working collaboratively and contributing to a positive team environment
- Strong stakeholder engagement and the ability to build positive relationships
- Well organised and action-oriented to ensure deadlines and client expectations are managed appropriately
- Confident communicator with the ability to earn trust and credibility within the agency
- Have a mature approach, discretion and sound judgment and ensure trust and appropriate confidentiality is maintained at all times
- Takes personal responsibility for meeting objectives and progressing work, showing initiative, drive, enthusiasm and the ability to adapt to changing priorities

Qualifications

- Certificate IV in Work Health and Safety

Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Due to the nature of the role, the successful candidate must be based in the Canberra office.

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months from the opening date of this advertisement.

NHMRC funds high quality health and medical research, builds research capability, supports the translation of health and medical research into better health outcomes and promotes the highest standards of ethics and integrity in health and medical research. NHMRC encourages research investment across the four pillars of health research – biomedical, clinical, public health and health services, and funds both individuals and teams of the highest quality. It supports diversity of research and researchers across disciplines and sectors and fosters the career development of health and medical researchers. NHMRC supports the pursuit of an Australian health system that is research-led, evidence-based, efficient and sustainable. It drives the translation of health and medical research into clinical practice, policy and health systems and encourages the effective commercialisation of research discoveries. NHMRC also maintains a strong integrity framework for research and guideline development, underpinning rigorous and ethical research and relevant and accurate guidelines, and promoting community trust. As well as supporting research in health related basic science, NHMRC is responsive to national health priorities, to researchers, to consumer needs and community perspectives and to the requirements and directions of government. NHMRC also works closely with the Department of Health to support delivery of Medical Research Future Fund measures. As part of our commitment to helping employees lead a healthy lifestyle, the NHMRC has a smoke-free workforce policy that applies to all employees during working hours.

To Apply

Position Contact	Karen Milton, 6217 9164
Agency Recruitment Site	https://www.nhmrc.gov.au/

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Health

Vacancy VN-0694814

National Health and Medical Research Council

Closing Date: Wednesday 06 October 2021

Corporate Operations and Information
Information Technology

Job Title	IT Security officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$84,182 - \$94,969
Classification	APS Level 6
Position Number	1067
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The NHMRC IT Security Officer (ITSO) has a number of IT security responsibilities including security monitoring, incident response, Security Information and Event Management (SIEM), vulnerability and general cyber security management and reporting for all corporate IT Systems.

Reporting to the ITSA, the ITSO also supports the development of IT Security policies and procedures and conducts technology research and gathers background information for input into Threat Risk Assessments.

Duties

Job Specific Duties

NHMRC is seeking an experienced and high performing self-starter with IT Industry knowledge and experience.

The specific duties of the role are, under limited direction from the ITSA:

- investigating SPAM/suspicious emails;
- processing User Access Requests forms for contractors;
- reviewing and approving non-standard access requests;
- reviewing and unblocking websites on request from staff;
- reviewing Security bulletins for newly identified vulnerabilities and initiating remediation action with NHMRC's Service Provider, including tracking of implementation;
- providing user activity monitoring support to HR investigations;
- control access to the IT Security Safe;
- monitoring Role Based Access Control (RBAC) change activity and Administrative Account usage;
- reviewing all changes to NHMRC's ICT environment, including providing security advice to NHMRC's Change Advisory Board;
- research support to the ITSA for NHMRC IT Security policy changes;
- hardware Whitelisting for peripherals on endpoints;
- monitoring and installing updates to corporate Apple iPhones; and
- conducting software and cloud services security reviews in support of Threat Risk Assessments.

Key responsibilities:

- Monitor and maintain the NHMRC Security Information and Event Management (SIEM) system
- Investigate potential security incidents
- Maintain situational awareness of the current threat environment
- Support the NHMRC ITSA in operational IT Security activities

Demonstrated skills and experience:

- Microsoft Windows/Active Directory
- IT desktop support
- MS Exchange and email administration
- Technology research
- Data Network skills
- Knowledge of remote access systems

Qualifications (will be considered but are not essential)

- Microsoft Windows or cloud qualifications (desirable)

- Cyber security qualifications (desirable)

Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

About the National Health and Medical Research Council

NHMRC funds high quality health and medical research, builds research capability, supports the translation of health and medical research into better health outcomes and promotes the highest standards of ethics and integrity in health and medical research. NHMRC encourages research investment across the four pillars of health research – biomedical, clinical, public health and health services, and funds both individuals and teams of the highest quality. It supports diversity of research and researchers across disciplines and sectors and fosters the career development of health and medical researchers. NHMRC supports the pursuit of an Australian health system that is research-led, evidence-based, efficient and sustainable. It drives the translation of health and medical research into clinical practice, policy and health systems and encourages the effective commercialisation of research discoveries. NHMRC also maintains a strong integrity framework for research and guideline development, underpinning rigorous and ethical research and relevant and accurate guidelines, and promoting community trust. As well as supporting research in health related basic science, NHMRC is responsive to national health priorities, to researchers, to consumer needs and community perspectives and to the requirements and directions of government. NHMRC also works closely with the Department of Health to support delivery of Medical Research Future Fund measures. As part of our commitment to helping employees lead a healthy lifestyle, the NHMRC has a smoke-free workforce policy that applies to all employees during working hours.

To Apply

Position Contact	Michael Palmer, 6217 9323
Agency Recruitment Site	https://www.nhmrc.gov.au/

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Home Affairs

Vacancy VN-0694838

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Wednesday 06 October 2021

Regulation, Education and Policy
Education, Capability and Communications Capability

Job Title	Analyst, Reporting Management
Job Type	Full-Time, Ongoing
Location	Chatswood NSW, Melbourne VIC
Salary	\$79,796 - \$87,487
Classification	APS Level 5
Position Number	357, 880
Agency Website	https://www.austrac.gov.au/

Job Description

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

The Reporting Management team is focused on improving the utility of transaction reports by working with reporting entities to improve the data quality of their reporting. Reporting Management is dedicated to supporting the needs for actionable intelligence and effective AML/CTF regulatory activities, and is committed to implementing positive change with the aim of improving data quality, workflows and business processes in an evolving environment, and the understanding and comprehension of transaction reporting data more generally.

The Analyst is part of the Reporting Management team within the Education, Capability and Communications branch of AUSTRAC.

The driving influences behind the key functions of the Reporting Management team are aligned to AUSTRAC's stated strategic purpose which is to build resilience in the financial system and use financial intelligence and regulation to disrupt money laundering, terrorism financing and other serious crime.

Duties

The Analyst is responsible for:

- Undertaking research and analysis to draw findings and inferences focused on the data quality of transaction reporting.
- Conducting holistic data quality assessments of transaction reports under limited direction.
- Building and maintaining productive working relationships with key internal and external stakeholders.
- Evaluating issues from different perspectives and proposing practical solutions to problems.
- Producing a range of analytical reports and correspondence for external and internal stakeholders under limited direction.
- Understanding and applying the correct legislation and systems specifications to activities relevant to the team objectives.
- Applying specialised knowledge to identify and employ treatment options for ensuring transaction reporting satisfies legislative, technical and data quality requirements.
- Contributing towards the development and improvement of transaction reporting related systems and procedures.
- Coordinating competing requests, setting priorities, managing workflows and escalating appropriately to ensure the timely resolution of matters.
- On-going training and mentoring of colleagues as required.
- Supporting team priorities by undertaking other duties as directed.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Transaction Reports and Analysis Centre (AUSTRAC)

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

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

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

To Apply

Position Contact	Stephen Gonnella, 07 3838 0135
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0694860

Civil Aviation Safety Authority Australia

Closing Date: Sunday 10 October 2021

Job Title	Workplace Relations & Policy Advisor
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$91,650 - \$100,549
Classification	APS Level 6
Position Number	3642
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Workplace Relations & Policy Advisor reports to the Team Leader Workplace Relations & Policy Senior Advisor and works in close collaboration with the other members of the People Policy and Performance team. The Workplace Relations & Policy Advisor is required to provide advice to managers and staff in relation to CASA's employment framework and associated people policy and procedures.

Duties

The Workplace Relations & Policy Advisor is responsible for the following deliverables:

- Undertaking and participating in the coordination and management of CASA's workplace and employment frameworks, policies and programs ensuring compliance with legislative, regulatory, and public sector requirements.
- Providing high level written work, specifically relating to research, policy drafting, reports and advice associated with CASA's Enterprise Agreement and associated industrial framework, particularly in area of employment law, related policies and standards, conduct, performance and other terms and conditions.
- Manage the Secretariat function for the CASA Workplace Relations Group including regular consultation and communication with Unions and employee representatives.
- Undertaking more complex procedural, administrative and service-related tasks in line with CASA's employment and personnel management arrangements and coordinating response to high risk and sensitive matters such as conduct, performance, and workplace disputes.
- Planning and monitoring work processes, participating in reform and redesign of work practices that support CASA's work areas in effectively resourcing the functional responsibilities.
- Supporting the implementation of change and promoting continuous improvement activities within the team/Branch and across the organisation as appropriate.
- Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Our ideal candidate:

- Demonstrated experience with Commonwealth public sector enterprise employment frameworks.
- Experience in providing high-quality advice on workplace relations and complex human resource matters to managers and staff.

- Demonstrated experience in the research, drafting and consultation of people policy and workplace procedures documentation.
- Excellent communication (written and oral) skills
- Ability to use discretion and sound judgement whilst undertaking duties and to maintain confidentiality when dealing with sensitive employment matters.
- Tertiary qualifications or accreditation in the areas of industrial relations and employment law, human resource management, or business management would be highly regarded.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. Before you prepare an application, you must ensure you meet the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- be an Australia citizen or a permanent resident as the role requires a baseline clearance.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Michael Gates, 02 6217 1312
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0694866

Civil Aviation Safety Authority Australia

Closing Date: Sunday 10 October 2021

Corporate Services
People

Job Title	Workplace Relations & Policy Advisor (Affirmative Measures - Indigenous and Disability)
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$91,650 - \$100,549
Classification	APS Level 6
Position Number	3642
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Workplace Relations & Policy Advisor reports to the Team Leader Workplace Relations & Policy Senior Advisor and works in close collaboration with the other members of the People Policy and Performance team. The Workplace Relations & Policy Advisor is required to provide advice to managers and staff in relation to CASA's employment framework and associated people policy and procedures.

Duties

The Workplace Relations & Policy Advisor is responsible for the following deliverables:

- Undertaking and participating in the coordination and management of CASA's workplace and employment frameworks, policies and programs ensuring compliance with legislative, regulatory, and public sector requirements.
- Providing high level written work, specifically relating to research, policy drafting, reports and advice associated with CASA's Enterprise Agreement and associated industrial framework, particularly in area of employment law, related policies and standards, conduct, performance and other terms and conditions.
- Manage the Secretariat function for the CASA Workplace Relations Group including regular consultation and communication with Unions and employee representatives.

- Undertaking more complex procedural, administrative and service-related tasks in line with CASA's employment and personnel management arrangements and coordinating response to high risk and sensitive matters such as conduct, performance, and workplace disputes.
- Planning and monitoring work processes, participating in reform and redesign of work practices that support CASA's work areas in effectively resourcing the functional responsibilities.
- Supporting the implementation of change and promoting continuous improvement activities within the team/Branch and across the organisation as appropriate.
- Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Our ideal candidate:

- Demonstrated experience with Commonwealth public sector enterprise employment frameworks.
- Experience in providing high-quality advice on workplace relations and complex human resource matters to managers and staff.
- Demonstrated experience in the research, drafting and consultation of people policy and workplace procedures documentation.
- Excellent communication (written and oral) skills
- Ability to use discretion and sound judgement whilst undertaking duties and to maintain confidentiality when dealing with sensitive employment matters.
- Tertiary qualifications or accreditation in the areas of industrial relations and employment law, human resource management, or business management would be highly regarded.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988.

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check
- Be an Australian citizen as the role requires a Baseline security clearance.
- The filling of this vacancy is intended to constitute an affirmative measures under section 8 (1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is open only to people with disability.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to

creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Michael Gates, 02 6217 1312
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0694865

Office of the eSafety Commissioner

Closing Date: Wednesday 06 October 2021

Office of the eSafety Commissioner
Education, Prevention and Inclusion

Job Title	Project Lead – Children and Technology-Facilitated Abuse
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Belconnen ACT, Pyrmont NSW
Salary	\$101,414 - \$114,364
Classification	Executive Level 1
Position Number	A210163
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

We are seeking an experienced program manager who is dedicated to eSafety's mission of keeping all Australians safer online.

Our ideal candidate will have experience developing and implementing programs, including effective planning and project management, building partnerships with internal and external stakeholders, leading the development of evidence-based content for diverse audiences, and program evaluation.

You will have a sound understanding of how technology can be misused to cause harm and an interest in online safety issues facing Australians, particularly women and children. This includes an understanding of the intersectional nature of risk of online risk.

You will also have a high level of personal drive and ability to work collaboratively and lead others to achieve shared goals. You will have a flexible mindset and be adept at identifying and weighing potential solutions to problems as they arise.

Duties

This position is an opportunity to lead the development and implementation of eSafety's initiatives relating to the Children and Technology-Facilitated Abuse Program.

With funding over a number of years, the intent of the Program is to deliver training, technology-based tools and other resources to support children and young people who are experiencing technology-facilitated abuse in domestic and family violence situations in their own right.

The resources will help those who engage with children to identify early warning signs that they may be impacted by technology-facilitated abuse, providing them with the skills and information they need to support children with strategies to manage the abuse or to seek targeted help.

The program will also involve the conduct of research to track trends and emerging issues relating to children's experiences of technology-facilitated abuse.

The Program relates to eSafety's continuing work supporting women under the National Plan to Reduce Violence Against Women and their Children.

This role will work across the Education, Prevention and Inclusion Branch to ensure eSafety content and messaging for children, their families and for the frontline workers supporting them is consistent and draws on related initiatives where appropriate.

Eligibility

To be eligible for employment with eSafety, applicants must be an Australian citizen.

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

You must also have a current Working with Children check (or equivalent) or be willing to obtain one.

Notes

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

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Rosalie O'Neale, (02) 9334 7821
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0694852

Australian National Audit Office

Closing Date: Thursday 30 June 2022

Various
Various

Job Title	ANAO Talent Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Forrest ACT
Salary	\$70,333 - \$157,419
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	ANAO Talent Register
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au/careers/vacancies>

Duties

The Talent Register is open for candidates to register a general expression of interest for employment opportunities with the Australian National Audit Office (ANAO). The Talent Register enables ANAO to access appropriately skilled and experienced individuals at short notice. Opportunities may be offered on a full-time, part-time or intermittent / irregular (casual) basis for up to 18 months, depending on operational requirements. Current APS employees interested in transfers and secondment opportunities are also strongly encouraged to register their interest.

All vacancies are based in Canberra and you will only be contacted if a vacancy arises that suits your attributes, skills, and experience.

To Apply

Please complete the online application, outlining your skills, experience and current resume. You are strongly encouraged to review the advertised position description which provides a short overview of the ANAO business groups including any relevant qualifications and/or skills.

To be eligible for employment with the ANAO, you must be:

- an Australian citizen; and
- willing to undergo and maintain (at minimum) a Baseline security clearance.

Once you have submitted your application, you will receive a confirmation email. If you don't, please check your spam mail and if not there, email our Careers team.

Next Steps: how does the Talent Register work?

As vacancies arise from now until 30 June 2022, your application will be shared with the relevant ANAO business areas to consider whether your skills and experiences align with the available positions. If suitable, the business area representative will contact you to discuss the potential opportunity further.

From time to time, you may also receive an email providing information about ongoing ANAO vacancies advertised through the APS Gazette.

Please note there is no guarantee that an offer of employment will be made while an application remains on the register. Further, you must submit a separate application to any vacancies advertised as ongoing in accordance with the requirements of that recruitment process.

Of course, if any point you need to update your contact information or would like to withdraw your

interest, you can do so directly through your online application or by emailing the ANAO Careers team at careers@anao.gov.au. **Eligibility**

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a security clearance. For more information about the AGSVA security clearance process, please refer to the AGSVA website.

Notes

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Careers Team, 02 6203 7560
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0694675

National Indigenous Australians Agency

Closing Date: Wednesday 06 October 2021

Program Performance Delivery Group
Support and Report Branch Assessment Management Office

Job Title	Adviser, Select, Support and Report Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$111,508 - \$127,087
Classification	Executive Level 1
Position Number	NIAA/2021/189
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

The National Indigenous Australians Agency is seeking an Executive Level 1 candidate to join the Assessment Management Office (AMO) in the Select, Support and Report Branch in the Program Performance Delivery Group (PPDG). The Select, Support and Report Branch manages the processing and assessment of grant applications, supports and assures grant funding decision-making, and provides Agency-wide systems support and reporting, and data capability.

Under the Select Stage of the Grant Lifecycle, the AMO is responsible for managing and coordinating the processing and assessment of applications for all IAS grant funding activities in conjunction with Policy and Program areas and Regional offices.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Duties

Our Ideal Candidate

AMO is seeking a highly committed and capable candidate with a focus on improving outcomes for Aboriginal and Torres Strait Islander peoples. This is a leadership role leading a small team that works closely with all stakeholders to ensure positive outcomes, manage funding rounds and promote compliance with the IAS Grants Operating Model and PPDG Operating Principles.

The role is an exciting and unique opportunity to work in a fast-paced and dynamic environment. The AMO seeks an individual with a demonstrable ability to manage staff and workloads and work in a position of trust and operate with a high level of autonomy.

The skills and attributes candidates need to demonstrate include but are not limited to:

- strategic thinking, initiative, and the ability to solve problems.
- ability to lead and support teams to achieve results.
- good organisational and management skills to deliver agreed outcomes and manage competing deadlines.
- ability to develop productive working relationships with a diverse range of stakeholders.
- a sound understanding of Grant Management Systems used by the NIAA including GPS and FUSION and a working knowledge of the IAS Grants lifecycle.
- excellent written and oral communication skills.

- demonstrated commitment to the NIAA Values and Behaviours.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 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 12 months (from the opening date of this advertisement).

Identified

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander peoples.

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- willingness and commitment to continue to develop cultural competency.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Bernie Doman, (02) 6152 3620
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Prime Minister and Cabinet

Vacancy VN-0694686

National Indigenous Australians Agency

Closing Date: Wednesday 06 October 2021

Eastern Group
North Queensland Various

Job Title	Adviser, North Queensland
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Mount Isa QLD, Townsville QLD, Cairns QLD
Salary	\$111,508 - \$127,087
Classification	Executive Level 1
Position Number	NIAA/2021/190
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

Executive Level 1's play a key leadership role within a place focused team and more broadly across the North Queensland Region and the NIAA assisting the Australian Government achieve its objectives in improving the lives of Indigenous Australians. We do this by leading the development of the Commonwealth's approach, focusing on place, working in partnership, and effectively delivering programs through the Indigenous Advancement Strategy.

The role has strong engagement with Indigenous Australians, service providers, all levels of government and industry to co-design and implement local solutions that contribute to Closing the Gap outcomes and priority reforms and maximise the impact of Indigenous Advancement Strategy (IAS) funding. You will be a leader in place-based practice and co-designing local solutions, intelligence gathering and building the evidence base. You will also require the cultural and technical skills to be effective in community engagement in a way that ensures the community voice is accurately heard. You will drive and provide guidance to the team on the development of program proposals as well as assessing them for the impact they may make on furthering the economic and social opportunities for Indigenous Australians.

The role requires sound experience in investment analysis methods, assessing proposals for value and benefit, and engagement methods including co-design principles. NIAA has a set of values and behaviours that underpin how we work. They are what defines the organisation and apply to every NIAA employee.

To be successful working at NIAA, you will embody these values and behaviours through your everyday actions.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Duties

Our Ideal Candidate

To fill the roles, we are looking for employees who can demonstrate the following competencies:

- High level of cultural acumen and understanding of the issues affecting Indigenous people.
- Strong stakeholder engagement skills and a demonstrated ability to develop positive and productive relationships across NIAA and with external stakeholders.
- Demonstrated experience in planning, managing and delivering activities in a timely manner, including an understanding of risk management.
- Strong problem solving and critical thinking skills and an ability to analyse information from a range of sources (including data) to identify gaps and suggest improvements.
- Ability to quickly understand the scope of NIAA's key programs and activities, including an understanding of risk management.
- Strong written and verbal communication skills including the ability to tailor communication to different and diverse audiences.
- Well-developed organisational skills, including the ability to adapt to change, work with limited direction and manage competing priorities.
- Demonstrated analytical, research and problem-solving skills.
- Ability to lead, manage and coach a team to build capability and deliver outcomes.
- Ability to strategically identify opportunities to improve outcomes from IAS investments and operationally build performance of teams and funded organisations.
- Ability to provide strategic policy advice to guide assessment of policy and program proposals.
- Ability to ensure that the right conditions for effective co-design are created in community engagement.
- Demonstrated flexibility, good judgement and political nous.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for a period up to 18 months, with the possibility of extension), Flexible working arrangements will be considered.

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 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 12 months (from the opening date of this advertisement).

Identified

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander peoples.

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- willingness and commitment to continue to develop cultural competency.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Gillian Teague, (07) 4722 5816
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Prime Minister and Cabinet

Vacancy VN-0694694

National Indigenous Australians Agency

Closing Date: Wednesday 06 October 2021

Eastern Group
North Queensland

Job Title	Adviser, North Queensland
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Mount Isa QLD, Townsville QLD, Cairns QLD
Salary	\$86,770 - \$97,510
Classification	APS Level 6
Position Number	NIAA/2021/191
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

Engagement APS level 6's play a key leadership role within a place focused team and more broadly across the North Queensland Region and the NIAA assisting the Australian Government achieve its objectives in improving the lives of Indigenous Australians. We do this by leading the development of the Commonwealth's approach, focusing on place, working in partnership, and effectively delivering programs through the Indigenous Advancement Strategy.

The role has strong engagement with Indigenous Australians, service providers, all levels of government and industry to co-design and implement local solutions that contribute to Closing the Gap outcomes and priority reforms and maximise the impact of Indigenous Advancement Strategy (IAS) funding.

You will be a leader in place-based practice and co-designing local solutions, intelligence gathering and building the evidence base. You will also require the cultural and technical skills to be effective in community engagement in a way that ensures the community voice is accurately heard. You will drive and provide guidance to the team on the development of program proposals as well as assessing them for the impact they may make on furthering the economic and social opportunities for Indigenous Australians.

The role requires sound experience in investment analysis methods, assessing proposals for value and benefit, and engagement methods including co-design principles. NIAA has a set of values and behaviours that underpin how we work. They are what defines the organisation and apply to every NIAA employee.

To be successful working at NIAA, you will embody these values and behaviours through your everyday actions.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Duties

Our Ideal Candidate

Our ideal candidates embody the NIAA values and behaviours - respecting multiple perspectives, authenticity, an approach underpinned by professionalism and integrity, committed to investing in each other's success and a purposeful approach to delivering the Government's agenda to improve the lives of Indigenous Australians. You will be able to work effectively with a range of people with a focus on supporting the achievement of effective outcomes for Indigenous people and communities.

To fill the roles, we are looking for employees who can demonstrate the following competencies:

- High level of cultural acumen and understanding of the issues affecting Indigenous people.
- Strong stakeholder engagement skills and a demonstrated ability to develop positive and productive relationships across NIAA and with external stakeholders.
- Demonstrated experience in planning, managing and delivering activities in a timely manner, including an understanding of risk management.
- Strong problem solving and critical thinking skills and an ability to analyse information from a range of sources (including data) to identify gaps and suggest improvements.
- Ability to quickly understand the scope of NIAA's key programs and activities, including an understanding of risk management.
- Strong written and verbal communication skills including the ability to tailor communication to different and diverse audiences.
- Well-developed organisational skills, including the ability to adapt to change, work with limited direction and manage competing priorities.
- Demonstrated analytical, research and problem-solving skills.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for a period up to 18 months, with the possibility of extension), Flexible working arrangements will be considered

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 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 12 months (from the opening date of this advertisement).

Identified

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander peoples.

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- willingness and commitment to continue to develop cultural competency.

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

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

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Gillian Teague, (07) 4722 5816
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Prime Minister and Cabinet

Vacancy VN-0694716

National Indigenous Australians Agency

Closing Date: Wednesday 06 October 2021

Eastern Group
North Queensland

Job Title	Administration Adviser, North Queensland
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Mount Isa QLD, Townsville QLD
Salary	\$71,053 - \$75,988
Classification	APS Level 4
Position Number	NIAA/2021/193
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

Advisers play a key role within a place focused team and more broadly across the North Queensland Region and the NIAA assisting the Australian Government achieve its objectives in improving the lives of Indigenous Australians. We do this by leading the development of the Commonwealth's approach, focusing on place, working in partnership, and effectively delivering programs

through the Indigenous Advancement Strategy.

As an APS Level 4 employee in the Region, you will have the ability to respond quickly to changing priorities to deliver agreed outcomes across the Region – for internal and external stakeholders. You will have well developed cultural competency, including demonstrated skills in effectively engaging with Indigenous people. The role provides the opportunity to further build your skills across different areas, including community engagement, grants management, corporate support, research and analysis and written and verbal communications.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Duties

Our Ideal Candidate

Our ideal candidates embody the NIAA values and behaviours by respecting multiple perspectives, authenticity, an approach underpinned by professionalism and integrity, committed to investing in each other's success and a purposeful approach to delivering the Government's agenda to improve the lives of Indigenous people.

To fill the roles, we are looking for employees who can demonstrate the following competencies:

- High level of cultural acumen and understanding of the issues affecting Indigenous people.
- Well developed organisational skills, including ability to multitask to meet competing deadlines.
- Ability to produce quality work with attention to detail.
- Strong written and verbal communication skills.
- Research and analysis skills

Eligibility

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

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for a period up to 18 months, with the possibility of extension), Flexible working arrangements will be considered.

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 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 12 months (from the opening date of this advertisement).

Identified

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander peoples.

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.

- ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- willingness and commitment to continue to develop cultural competency.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Gillian Teague, (07) 4722 5816
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Prime Minister and Cabinet

Vacancy VN-0694744

National Indigenous Australians Agency

Closing Date: Wednesday 06 October 2021

: Eastern Group
North Queensland Region Various

Job Title	Senior Adviser, North Queensland Region
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Mount Isa QLD, Cairns QLD
Salary	\$129,786 - \$154,467
Classification	Executive Level 2
Position Number	NIAA/2021/195
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

Senior Advisers play a key executive leadership role in delivering on the NIAA purpose to assist the Australian Government achieve its objectives in improving the lives of Indigenous Australians by leading the development of the Commonwealth's approach, focusing on place, working in partnership, and effectively delivering programs through the Indigenous Advancement Strategy.

You will have a focus on contributing to a one team approach across the NIAA to support cohesion and alignment to the Agency's purpose. The primary focus of the role is to lead a place focused team working with a wide range of stakeholders to develop and implement policy and program proposals that demonstrably meet the needs of Indigenous communities. The role has strong engagement with Indigenous Australians, service providers, all levels of government, industry and other commonwealth agencies to co-design and implement local solutions.

The Senior Adviser will be a leader in place-based practice and co-designing local solutions, intelligence gathering and building the evidence base. You will also lead teams which develop the policy evidence base against which to test policy and program ideas. You will ensure that effective and efficient co-design exercises involve key community members, to ensure that priorities identified for investment meet community needs. You will have a sound understanding of the policy development process, key initiatives including Closing the Gap and Indigenous Voice and be able to work flexibly between community and policy environments. NIAA has a set of values and behaviours that underpin how we work. They are what defines the organisation and apply to every NIAA employee.

To be successful working at NIAA, you will embody these values and behaviours through your everyday actions.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Duties

Our Ideal Candidate

Our ideal candidates embody the NIAA values and behaviours - respecting multiple perspectives, authenticity, an approach underpinned by professionalism and integrity, committed to investing in each other's success and a purposeful approach to delivering the Government's agenda to improve the lives of Indigenous people.

To fill the roles, we are looking for employees who can demonstrate the following competencies:

- High level of cultural acumen and understanding of the issues affecting Indigenous Australians.
- Strong engagement and stakeholder management skills.
- Demonstrated analytical, research and problem-solving skills.
- Demonstrated high level written and verbal communication skills.
- Ability to identify emerging opportunities or issues, and respond quickly to competing priorities as they emerge.
- Ability to ensure that the right conditions for effective co-design are created in community engagement.
- Demonstrated ability to undertake complex analysis and apply significant judgement in choosing a course of action in response to highly complex or sensitive issues.
- Demonstrated flexibility, good judgement and political nous. • Demonstrated proactive leadership across all APS levels that provides staff with tools and expectations to deliver high quality outcomes that contribute to the NIAA's purpose.
- Ability to manage staff and ensure their community and stakeholder engagement complies with relevant legislation, guidance materials and policy frameworks.
- Ability to provide constructive management to staff with a focus on capability development, managing change, team building and talent management.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline Level Security clearance, or hold a current security clearance of an appropriate level.

Notes

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 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 12 months (from the opening date of this advertisement).

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Gillian Teague, (07) 4722 5816
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0694825

Australian Institute of Family Studies

Closing Date: Monday 18 October 2021

Research
Longitudinal and Lifecourse Studies

Job Title	Program Lead, Longitudinal Study of Australian Children
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	\$120,906 - \$141,743
Classification	Executive Level 2
Position Number	21-13b
Agency Website	https://www.aifs.gov.au/

Job Description

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

Are you an experienced manager with strong leadership and stakeholder management skills? Do you have extensive subject matter expertise in child and adolescent development and experience in longitudinal research? Are you keen to make a significant contribution by inspiring others and achieving results through delivering commissioned research to inform policy and practice?

The Australian Institute of Family Studies is looking for an exceptional leader to head AIFS' work on *Growing Up in Australia: The Longitudinal Study of Australian Children (LSAC)*, a major study following the development through to adulthood of 10,000 children and their families, from all parts of Australia.

The Program Lead, LSAC will lead a team and coordinate research methodology, fieldwork activities and the communication of research findings as well as data management and release, and data analysis and publication. The role will contribute to setting the future directions of the study and work closely with external stakeholders including government agencies, expert and community advisory groups and suppliers, the AIFS executive team and other managers.

As a senior leader within the Institute, the Program Lead, LSAC will role model the AIFS and APS Values and demonstrate leadership and collaboration across research and corporate areas. In addition to leading the delivery of complex research projects and programs, they will help shape the strategic direction of their research area and the Institute more broadly.

The successful person will have:

- demonstrated expertise and a proven track record in leading complex social research projects including large-scale surveys (preferably longitudinal) on topics such as child and adolescent development and/or young adulthood
- demonstrated experience in delivering high-quality projects, monitoring progress, identifying and addressing risks, adjusting plans, and seeking and responding to feedback from stakeholders
- a demonstrated record of publishing and experience in producing high-quality written research materials of various forms in a style and format easily understood by policy makers, researchers and other relevant stakeholders
- demonstrated strengths in relationship management and communication, including the ability to confidently interact with a range of internal and external stakeholders
- a demonstrated ability to build and sustain relationships with a network of key people internally and externally, recognising shared interests and working toward mutually beneficial outcomes
- demonstrated effective leadership skills with a focus on developing and coaching others, and providing guidance to build performance.
- ability to foster a positive team culture with a strong focus on reaching both project and organisational goals
- understanding of the Institute's work and position in government, including key priorities, deliverables and outcomes, and the ability to contribute to the strategic direction of the Institute
- qualifications (or equivalent relevant experience) in a discipline relevant to child and adolescent development and/or young adulthood and/or longitudinal research.

Duties

The duties of the Program Lead, LSAC may involve:

- managing major research projects, programs and contracts, including setting clear direction, monitoring progress, managing risks, responding to changes and delivering high-quality results
- building and managing stakeholder relationships by providing information, research expertise and specialist advice to key stakeholders, including funding bodies, policy makers (in government and service provision agencies) and practitioners
- leading and managing a team of researchers responsible for delivering research projects, including managing performance, guiding development and providing feedback
- leading or contributing to the development of research proposals including collaborating with others and providing subject matter expertise for cross-team responses
- managing relevant budgets and other resources in line with AIFS' obligations and procedures
- undertaking research to contribute to the achievement of organisational goals
- communicating research findings and representing the Institute at relevant conferences, webinars, workshops, teleconferences, meetings and other events
- contributing to the senior leadership and strategic direction of AIFS.

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 security clearance) may apply to this position.

Melbourne is the preferred location though a preference to work remotely from another suitable location may be considered.

Notes

The Australian Institute of Family Studies is partnering with UniRecruit in the search for outstanding applicants for this position. Full details of the role can be found at <https://www.uni-recruit.com.au/current-roles/>. Confidential enquiries and applications should be directed to Graham MacAulay (graham.macaalay@uni-recruit.com.au) on 0419 704 686.

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](#).

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 LGBTI+, and people with parenting and/or caring responsibilities.

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 CBD. We create and communicate knowledge to accelerate positive outcomes for families and communities. We provide a family-friendly workplace that supports the wellbeing and professional development of a diverse workforce.

To Apply

Position Contact	Graham MacAulay, 0419704686
Agency Recruitment Site	https://aifs.gov.au/about-us/working-aifs

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0694826

Australian Institute of Family Studies

Closing Date: Monday 18 October 2021

Research
Longitudinal and Lifecourse Studies

Job Title	Program Lead, Ten to Men, The Australian Longitudinal Study on Male Health
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	\$120,906 - \$141,743
Classification	Executive Level 2
Position Number	21-14b
Agency Website	https://www.aifs.gov.au/

Job Description

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

Do you have exceptional leadership and project management skills? Do you have extensive subject matter expertise in men's health, or a related field, and experience in longitudinal research? Are you experienced at managing relationships with project collaborators and key stakeholders?

The Australian Institute of Family Studies is looking for an exceptional leader to lead AIFS' work on *Ten to Men: The Australian Longitudinal Study on Male Health (TTM)*, a national longitudinal study of the health and lifestyles of Australian men at different stages of life.

The Program Lead, TTM will lead a team and coordinate the management of the content, methodology and fieldwork activities for the study, as well as the resulting data management and releases, and data analysis and publications. An important initial part of the role will be outlining a vision for the future of the study. The Program Lead, TTM will also work closely with external stakeholders including government agencies, expert and community advisory groups and suppliers, as well as the executive team and other managers at the Institute.

As a senior leader within the Institute, the Program Lead, TTM will role model the AIFS and APS Values and demonstrate leadership and collaboration across research and corporate areas. In addition to leading the delivery of complex research projects and programs, they will help shape the strategic direction of their research area and the Institute more broadly.

The successful person will have:

- demonstrated expertise and a proven record of leading complex social research projects, including large-scale surveys (preferably longitudinal) in men's health or a similar topic
- demonstrated expertise in delivering high-quality projects, monitoring progress, identifying and addressing risks, adjusting plans, and seeking and responding to feedback from stakeholders
- demonstrated record of publications and experience in producing high-quality written research materials of various forms in a style and format easily understood by policy makers, researchers and other relevant stakeholders
- demonstrated strengths in relationship management and communication, including the ability to confidently interact with a range of internal and external stakeholders
- demonstrated ability to build and sustain relationships with a network of key people internally and externally, recognising shared interests and working toward mutually beneficial outcomes
- demonstrated effective leadership skills, with a focus on developing and coaching others and providing guidance to build performance
- ability to foster a positive team culture with a strong focus on reaching both project and organisational goals

- understanding of the Institute's work and position in government, including key priorities, deliverables and outcomes, and the ability to contribute to the strategic direction of the Institute
- qualifications (or equivalent relevant experience) in a discipline relevant to men's health and/or longitudinal research.

Duties

The duties of the Program Lead, TTM may involve:

- managing major research projects, programs and contracts, including setting clear direction, monitoring progress, managing risks, responding to changes and delivering high-quality results
- building and managing stakeholder relationships by providing information, research expertise and specialist advice to key stakeholders, including funding bodies, policy makers (in government and service provision agencies) and practitioners
- leading and managing a team of researchers responsible for delivering research projects, including managing performance, guiding development and providing feedback
- leading or contributing to the development of research proposals including collaborating with others and providing subject matter expertise for cross-team responses
- managing relevant budgets and other resources in line with AIFS' obligations and procedures
- undertaking research to contribute to the achievement of organisational goals
- communicating research findings and representing the Institute at relevant conferences, webinars, workshops, teleconferences, meetings and other events.
- contributing to the senior leadership and strategic direction of AIFS.

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 security clearance) may apply to this position.

The Program Lead, TTM study position may be offered on an ongoing or non-ongoing basis of up to 18 months (with the possibility of extension to a maximum term of three years) on a full-time or part-time (0.8 FTE minimum) basis. Melbourne is the preferred location though a preference to work remotely from another suitable location may be considered.

Notes

The Australian Institute of Family Studies is partnering with UniRecruit in the search for outstanding applicants for this position. Full details of the role can be found at <https://www.uni-recruit.com.au/current-roles/>. Confidential enquiries and applications should be directed to Graham MacAulay (graham.macaulay@uni-recruit.com.au) on 0419 704 686.

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To Apply

Position Contact	Graham MacAulay, 0419704686
Agency Recruitment Site	https://aifs.gov.au/about-us/working-aifs

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0694682

Services Australia

Closing Date: Wednesday 06 October 2021

Legal Services
Access

Job Title	Senior Information Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Canberra ACT, Newcastle NSW, Sydney NSW
Salary	\$83,508 - \$96,564
Classification	APS Level 6
Position Number	EXT-APSL-2021-3110
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

The agency collects, stores and uses a variety of customer and corporate information. Information can be released in accordance with applicable legislation and guidelines.

Senior Information Officers within the Legal Services Division help support the agency's processes for the collection, release,

storage and presentation of information to both internal and external stakeholders. Working under the limited direction of senior staff, they exercise initiative and judgment in the interpretation of policy and in the application of practices and procedures.

Senior Information Officers process complex requests for access to documents in accordance with relevant legislation and guidelines as above. They plan their work in the context of competing priorities and contribute to changes in workplace practices. They may have supervisory responsibilities depending on the team structure.

Duties

- manage, support and mentor staff including coaching and training to build knowledge and capability
- analyse, integrate and evaluate information to make decisions on complex matters and provide recommendations for review by senior staff
- prepare documentation that may include correspondence of a complex nature, briefing papers, reports and Ministerial responses for review by senior staff
- resolve escalated issues, refer stakeholders to appropriate business area and/or escalate complex issues to senior staff
- provide specialist advice and technical expertise in area of specialisation to staff and stakeholders
- provide regular quality assurance and check adherence with relevant procedures and legislation
- maintain and file records in accordance with information management processes and security requirements
- exercise delegations appropriate to role in accordance with legislation and guidelines.

Eligibility

Security Clearance level required: Baseline (or 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 a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 months.

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

About the Services Australia

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on. To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

To Apply

Position Contact	Sarah Forrester, (02) 9209 1457
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0694748

Services Australia

Closing Date: Wednesday 06 October 2021

Legal Services
Access

Job Title	Director - Information Access
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Sydney NSW, Newcastle NSW, Canberra ACT
Salary	\$120,874 - \$143,745
Classification	Executive Level 2
Position Number	EXT-EL-2021-3113
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

The agency collects, stores, and uses a variety of customer and corporate information. Information can be released in accordance with applicable legislation and guidelines.

Directors - Information Access manage and support the agency's processes for the collection, release, storage and presentation of information to both internal and external stakeholders. They provide expert advice on to stakeholders on the agency's information.

Duties

- manage the development of staff capability through mentoring, identification of training needs and succession planning
- develop strategic plans for the work area and consider work in the context of future strategic priorities
- undertake objective, critical analysis and distil the core issues
- prepare documentation that may include correspondence of a complex or sensitive nature, briefing papers, reports and Ministerial responses for consideration by senior executive staff
- develop and manage key strategic relationships with a broad range of internal and external stakeholders to share and obtain information
- manage and resolve escalated issues using appropriate strategies, ensuring optimal outcomes for stakeholders and the agency
- oversee the maintenance and use of information stored in databases and contribute to reports
- drive quality assurance practices and adherence with relevant procedures and legislation.

Eligibility

Security Clearance level required: Baseline (or 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 a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 months.

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

About the Services Australia

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To Apply

Position Contact	Kate Wandmaker, (02) 6213 1462
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0694779

Services Australia

Closing Date: Wednesday 06 October 2021

Legal Services
Access Various

Job Title	Information Support Officer / Information Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Newcastle NSW
Salary	\$67,640 - \$81,403
Classification	APS Level 4; APS Level 5
Position Number	EXT-M-2021-3094
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

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To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

The agency collects, stores, and uses a variety of customer and corporate information. Information can be released in accordance with applicable legislation and guidelines.

Information Support Officers within the Legal Services Division provide professional assistance and support the agency's processes for the release and presentation of information to both internal and external stakeholders. Working under the general direction of senior staff, they make decisions within defined parameters relating to their area of responsibility.

Information officers provide access to documents in accordance with relevant legislation and guidelines. They plan their work in the

context of competing priorities and contribute to changes in workplace practices. They may have supervisory responsibilities depending on the team structure.

Duties

- Gather and analyse information to make decisions and provide recommendations for review by senior staff
- Coordinate and monitor correspondence flow of work area
- Analyse information and data to make decisions and provide recommendations for review or clearance by senior staff
- Resolve routine and non-routine issues, refer stakeholders to appropriate business area and/or escalate to senior staff
- Manage staff work schedule and all associate aspects, including telephone calls, electronic diary appointments and organisation of meetings and relevant paper work
- Participate in quality assurance activities and check adherence with relevant procedures and legislation
- Resolve routine and non-routine issues, refer stakeholders to appropriate business area and/or escalate to senior staff
- Contribute to the development and implementation of improvements and best practice in processes and procedures

Eligibility

Security Clearance level required: Baseline (or 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 a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 months.

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

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To Apply

Position Contact	Krishna Wildey, (02) 6223 4159
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0694832

Department of Social Services

Closing Date: Wednesday 06 October 2021

Community Grants Hub
Health Grants

Job Title	Funding Arrangement Manager - Health Grants Branch - WA State Office
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$79,283 - \$84,668
Classification	APS Level 5
Position Number	430_09/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

The Department of Social Services 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.

We are building an inclusive workplace that embraces our employee's differences and diversity of backgrounds to realise our potential for delivering services aimed at enhancing the lives of vulnerable Australians.

The Community Grants Hub (the Hub) is the service delivery arm of Department of Social Services (DSS) and administers community-based grants on behalf of Australian Government departments and agencies. With over 800 staff and contractors across Australia, the Hub plays a critical role in designing, selecting, establishing and managing grants across the Australian Government. The Hub includes the Department of Social Service' network of State and Territory offices.

State offices are the public face of the Community Grants Hub in local areas and our role is to:

- professionally manage grants, administered procurement and regulation, including risk monitoring and service provider relationship management

- gather and analyse local and place-based intelligence to improve program design and service delivery
- ensure grant, contracts and service are implemented on time, to budget and in accordance with policy frameworks to help achieve expected outcomes for services
- undertake compliance activities including where necessary investigating and reviewing complaints and service provider performance
- represent the department at the state / local level including gathering intelligence to provide back to policy owners.

Duties

An APS 5 Funding Arrangement Manager position is available in the Western Australian office managing Health grants on behalf of the Department of Health.

Our ideal candidate has a positive attitude, curious mindset, strong work ethic, is able to work effectively with a range of people and has a passion for helping achieve outcomes for vulnerable Australians.

With support from the team leader, the APS 5 funding Arrangement Manager is responsible for:

- assessing and monitoring the performance of grant recipients in accordance with grant agreements and program guidelines
- building strong relationships with grant recipients to assist them to deliver and manage issues and risks
- providing information about service delivery to relevant stakeholders
- contributing to a high-performing team culture that engages effectively with change
- demonstrating positivity and a solution-focused way of working to achieve results
- maintaining knowledge of relevant guidelines, legislation and policy framework
- identifying, documenting and escalating issues and risks
- preparing high quality accurate correspondence, submissions and briefings/responses
- adhering to standard processes and identifying improvements.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 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 12 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>

The Department of Social Services (DSS) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and opportunities for promotion and development in a career where you can make a difference to your community. The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Cherie Mincherton, cherie.mincherton@dss.gov.au
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Parliamentary Department

Vacancy VN-0694724

Department of Parliamentary Services

Closing Date: Wednesday 06 October 2021

Parliamentary Library
Research Statistic and Mapping

Job Title	Section Assistant
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	APS Level 2
Position Number	JR27944
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for a PSL 2 Section Assistant within the Research Branch.

The Parliamentary Library provides high-quality and impartial information, analysis and advice directly to parliamentarians, their staff and other parliamentary clients. The opportunity to directly inform the work of the Parliament makes the Parliamentary Library a unique and rewarding environment in which to work.

The position provides essential administrative and research support for both the Statistics and Mapping, and the Economic Policy Sections of the Library.

The Statistics and Mapping section provides analysis and support to Parliamentarians in sourcing, converting, visualising, and analysing statistical and geospatial data. Researchers in the team work with data across a range of disciplines of interest to Parliamentarians including economic, social, environmental, and international data.

The Economic Policy section provides economic policy research services to Parliamentarians and their staff. Researchers in the team work across many sub-disciplines of economics of interest to parliamentarians, including industrial relations, government finance, international trade, finance, and labour economics.

To be successful in this role, you must be able to work as part of a client focused team, undertaking tasks including:

- collection, extraction and formatting of data
- administrative support duties
- assistance for publication processes
- retrieval of documents from the Library's collections and
- organisation of information resources.

Our ideal candidate will:

- have experience working in a client focused environment
- be self motivated, able to work independently and able to balance work priorities
- have strong technical skills, including Excel, and an aptitude to quickly learn how to use internal data systems

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

DPS welcomes applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Greg O'Brien, (02) 6277 2481
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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