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APSJobs - Weekly Vacancy Notices

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0763400

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 09 October 2025

Leadership, Quality & Regulatory Support
Quality and Regulatory Support Education & Training

Job Title	Quality Support Facilitator (Identified), Quality Support Program
Job Type	Part-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Tasmania TAS, Brisbane QLD
Salary	$103,179 - $122,039
Future Merit Locations	Sydney, Melbourne, Adelaide, Perth, Darwin, Tasmania, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	486
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=486*

Quality Support Facilitator (Identified), Quality Support Program

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

About ACECQA

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

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

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

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

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

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

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

The Role

The Quality Support Facilitator (Identified), Quality Support Program (QSP) will focus on developing and delivering culturally safe tailored professional learning and support to children's education and care services. Professional learning and support will be designed and delivered to support the building of each service's capability to meet or exceed the National Quality Standard (NQS) and the Children's Education and Care Services National Law and National Regulations. In collaboration with the QSP Managers, the Support Facilitator QSP, will also support the design and development of culturally safe practices, materials and resources and peer mentor other members of the QSP in their understanding of culturally safe practices.

This role is part time (0.6 FTE) and fixed-term (9 months) at ACECQA Band 5 ($103,179 - $122,039).

Duties

· Through the use of professional learning and support approaches, including goal setting, coaching techniques, workshops and webinars work directly with NSW children's education and care services to meet or exceed the NQS and/or the National Law and Regulations.

· Build and maintain collaborative, effective, genuine and culturally safe professional relationships with education and care services to identify, implement and achieve identified quality improvement goals, increase program participation and engagement and achieve program outcomes.

· Work cooperatively and collaboratively within the Quality and compliance Projects Teams, LQRS teams, and across ACECQA, to achieve the identified objectives and results.

· In collaboration with the Quality and Compliance Managers, support the develop and deliver of engaging, relevant and culturally safe professional learning materials for webinars, communities of

practice, workshops, resources, and other activities as needed to support outcomes and engagement.

· Ensure program related documentation is developed, accurate, managed and stored to comply with all ACECQA policies and procedures, timelines and stakeholder expectations.

· Prepare briefs, reports and respond to regular and urgent requests for information as required.

· Conduct, deliver and assist with organising travel, service visits, meetings, workshops, webinars and/or events located across NSW/QLD as required by the project schedule and plans.

· Adhere to ACECQA's policies, procedures and Code of Conduct and demonstrate behaviours that support the building of an inclusive and agile performance culture and act ethically and professionally in accordance with ACECQA's values of Integrity, Commitment, Respect and Collaboration.

· Other duties as required.

Eligibility

Essential

· An Aboriginal and/or Torres Strait Islander person: as per the Racial Discrimination Act 1975.*

· Demonstrated experience in and contemporary knowledge of culturally safe professional learning and support approaches within education and care, particularly Aboriginal and Torres Strait Islander services.

· Strong knowledge of and extensive experience in the delivery of children's education and care (particularly in regional and remote Aboriginal and Torres Strait Islander communities), the NQF, and the embedding of quality improvement outcomes and management and governance systems to ensure alignment with the National Quality Standard and National Law and Regulations.

· Developed interpersonal, written and verbal communication skills, including a demonstrated ability to research and interpret information and communicate across a diverse range of audiences, including the development and delivery of presentations, resources and/or online learning that is culturally safe.

· Proven ability to develop culturally safe, collaborative, positive and productive working relationships with internal and external stakeholders and negotiate with confidence to support program outcomes.

· Demonstrated ability to use a range of technologies and learn new systems quickly and efficiently.

· Tertiary qualifications in children's education and care, education and/or adult learning or an equivalent level of industry experience.

· Hold an applicable Working With Children Check and Blue Card, or have the ability to obtain them before employment.

· Ability to undertake frequent travel including regional and remote locations and hold a full driver's license.

Desirable

· Experience working with multiple service types including, Aboriginal and/or Torres Strait Islander services, early childhood settings (long day care and preschools/kindergartens), family day care and outside school hours care settings.

· Qualifications, training and/or experience in mentoring/coaching practices.

Notes

How to apply

The closing date for applications is **09 October 2025** at 11.59pm.

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

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

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

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

All complete applications will be acknowledged.

More information

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0763420

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 09 October 2025

Leadership, Quality & Regulatory Support
Quality and Regulatory Support Quality Support

Job Title	Quality Support Facilitator, Quality Uplift Program
Job Type	Full-Time, Non-Ongoing
Location	Tasmania TAS, Darwin NT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD
Salary	$103,179 - $122,039
Future Merit Locations	Tasmania, Darwin, Sydney, Melbourne, Adelaide, Perth, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	483
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=483

Quality Support Facilitator, Quality Uplift Program

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

About ACECQA

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

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

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

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

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

The Role

The Quality Uplift Program is a partnership between ACECQA and the Government of South Australia, Office of Early Childhood Development (OECD). The Quality Support Facilitator, Quality Uplift Program provides tailored professional learning and support to South Australian education and care services. The purpose of the program is to support participating services in their understanding of the National Quality Framework, enabling them to make measurable improvements against the National Quality Standard (NQS). Additionally, the Quality Uplift Program will support service leaders and approved providers to lift their capability in operating quality education and care services including the embedding of a positive organisational culture focused on continuous quality improvement and critical reflection. Furthermore, the program will support services in their ability to deliver quality educational programs and practices, including the application of the Early Years Learning Framework.

Two roles available, one full time and one part time (0.6 FTE). Both roles are fixed-term (until 30 June 2026) at ACECQA Band 5 ($103,179 - $122,039).

Duties

Key Accountabilities

· Utilise professional learning and support approaches, including coaching techniques, to support children's education and care services to build on their capability to meet or exceed the NQS and their ability to deliver quality educational programs and practices.

· Build and nurture collaborative, effective and genuine working relationships with identified services and internal and external stakeholders to achieve program outcomes and organisation success.

· In collaboration with the Manager, Quality Uplift Program utilise the Australian Government's Style Manual and ACECQA's tone to develop interactive, engaging, and relevant professional learning materials for webinars, communities of practice, workshops, resources, communications, meetings and other activities as needed.

· Ensure program related documentation is developed, accurate, managed and appropriately stored and complies with all ACECQA policies, procedures and stakeholder expectations.

· Prepare briefs, reports and advice, and respond to regular and urgent requests for information and updates as required.

· Conduct, deliver and assist with organising travel, service visits, meetings, conferences, webinars and/or events located as required by the Quality Uplift Program project schedules.

· Adhere to the spirit and practice of ACECQA's Code of Conduct, demonstrate behaviours that support the building of an inclusive, culturally safe and agile performance culture and act ethically and professionally in line with ACECQA's values of Integrity, Commitment, Respect and Collaboration.

· Other duties as required.

Eligibility

Key Selection Criteria

Essential

· Tertiary qualifications in children's education and care, education and/or adult learning or an equivalent level of industry experience.

· Hold a South Australian Working with Children Check or have the ability to obtain before employment.

· Have convenient access to Adelaide Airport, undertake frequent travel including metro, regional and remote locations, overnight stays and hold a full driver's licence. This includes some travel to the ACECQA Sydney based office.

· Demonstrated contemporary knowledge and experience in delivering professional learning and support through a variety of approaches within the children's education and care sector.

· Strong knowledge of and experience in, the delivery of children's education and care, the NQF and the Early Years Learning Framework, including identifying and embedding quality improvement.

· Demonstrated knowledge of cultural responsiveness and in creating a culturally safe and inclusive environment.

· Developed analytical, interpersonal and high level written and verbal communication skills, including a demonstrated ability to research, analyse and interpret information and communicate succinctly across a diverse range of audiences (including the development and delivery of presentations, resources and/or online learning).

· Proven ability to develop and nurture collaborative, positive and productive working relationships with internal and external stakeholders and negotiate with confidence to support program and organisation outcomes.

· Demonstrated ability to use a range of technology and learn new systems quickly and efficiently.

Desirable

· Experience working with metro, regional and remote services and with multiple service types in the South Australian context including, early childhood, preschools, kindergartens, family day care, outside school hours care and services out of scope of the NQF.

· Qualifications, training and/or experience in mentoring/coaching practices.

Notes

How to apply

The closing date for applications is **12 October 2025** at 11.59pm.

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

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Quality Support Facilitator, Quality Uplift Program vacancy and click **Apply for Job**. The application process will require you to:

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

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

· Attach a written response to the targeted questions below of no more than 2 pages

Targeted Questions

1. Briefly overview a time when you supported or led a team through a process of change or quality uplift? In your response, please include your role in the process, how you identified the need for change or improvement, the steps you took, and the outcome.

2. You have been asked to develop and deliver a 30-minute presentation on critical reflection. Using bullet points, please outline the steps you would take to develop the presentation and provide 3 to 5 key concepts you would cover.

All complete applications will be acknowledged.

More information

If you have any questions about the role specifically, please contact Jasmine Millbanks at jasmine.millbanks@acecqa.gov.au

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0763487

Australian Children's Education and Care Quality Authority

Closing Date:Friday 10 October 2025

Workforce, Engagement and Research
Digital and Creative

Job Title	Senior Instructional Designer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$103,179 - $122,039
Future Merit Locations	Sydney, Melbourne, Adelaide, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	504
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=504*

Senior Instructional Designer

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

About ACECQA

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

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The Role

The Senior Instructional Designer will collaborate with subject matter experts and members of the eLearning team to create engaging, self-paced eLearning resources for a range of training programs that support both internal and external stakeholders of ACECQA.

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

Duties

Key Accountabilities

· Design and develop instructionally sound eLearning resources for adult learners, using best practices in instructional design and incorporating feedback from subject matter experts and stakeholders.

· Coordinate learning content development with subject matter experts within ACECQA and external stakeholders to review and refine eLearning activities, assessments, and content to ensure they are aligned with learning objectives, instructional design principles, and industry standards.

· Contribute to the development of multimedia assets, including images, audio, video, and animation for inclusion in eLearning resources, on the ACECQA website, and for use as standalone assets, ensuring they are relevant, high quality, and aligned with instructional design principles and branding guidelines.

· Manage projects to develop and implement eLearning resources and initiatives, proactively identifying and resolving issues and risks, as well as technical and development issues, to ensure on-time delivery of high-quality products that meet stakeholder needs.

· Implement quality assurance processes and corporate style and branding standards to ensure that all eLearning resources, initiatives, and communications meet the high-quality standards of ACECQA and protect the organisation's reputation.

· Identify system and process enhancements to contribute to the continuous improvement of eLearning and digital resource production at ACECQA, ensuring that production processes are efficient, effective, and aligned with best practices in instructional design and digital content creation.

· Other duties as required.

Eligibility

Key Selection Criteria

· Strong track record in working collaboratively with stakeholders and Subject Matter Experts to design and develop highly interactive and engaging eLearning content and storyboards that integrate learning theories and instructional design methodologies to meet the needs of adult learners.

· Knowledge and understanding of digital learning principles and practices, including current and future trends in digital technologies, and the ability to apply this knowledge to the development of effective eLearning resources.

· Advanced development skills using the Articulate suite of eLearning tools (Rise and Storyline) and Learning Management Systems (e.g. LearnUpon), with the ability to create high-quality and technically sound eLearning products that meet WCAG 2.2 AA guidelines.

· Demonstrated project management skills in an eLearning project environment, with the ability to scope realistic projects, manage competing priorities, meet timeframes, and deliver high-quality outcomes within budget.

· Proven ability to assess priorities and exercise sound judgement in a team environment, with strong interpersonal and communication skills to facilitate collaboration with subject matter experts, stakeholders, and team members.

· Demonstrated experience developing and maintaining stakeholder networks and contacts, with the ability to proactively respond to stakeholder needs and expectations, and to build and maintain positive working relationships with key stakeholders.

Desirable

· Tertiary qualifications in eLearning technology, instructional design, or a similar field, and/or equivalent relevant experience in the design and development of eLearning resources for adult learners.

· Skills in multimedia production (Adobe Creative Cloud e.g. Premier Pro), including animation (e.g. Vyond), video/sound recording and/or editing, and publishing multimedia content on the web, with the ability to integrate multimedia elements effectively into eLearning resources to enhance engagement and learning outcomes.

· Skills in graphic design using the Adobe Creative Cloud suite.

Notes

How to apply

The closing date for applications is **10 October 2025** at 11.59pm.

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

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

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

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

All complete applications will be acknowledged.

More information

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

Notice to agencies

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

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About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=5

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Vacancy VN-0763354

Australian Competition and Consumer Commission

Closing Date:Sunday 12 October 2025

Australian Energy Regulator
Consumers, Policy & Markets

Job Title	Director, Electricity Performance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$143,411 - $168,064
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 2
Position Number	EA2025/185
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work in Market Performance and lead a team responsible for delivering reports related to the performance and outcomes of the National Electricity Market (NEM)?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the

wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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

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

Duties

What you will do as the Director, Electricity Performance

- Conduct analytical assessments identifying emerging issues in the energy market.
- Lead a team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and facilitating career development.
- Manage the performance and development of teams and direct reports, to empower and build knowledge and capability that enables high quality performance and team cohesion.
- Design and facilitate processes for consultation with stakeholders and assess submissions from stakeholders on energy sector issues.
- Lead the preparation of written material across a wide variety of formats and purposes, for example: issues papers, regulatory determinations, reports, correspondence, briefings, guidelines, advice, speeches, and submissions.
- Represent the interests of the AER, building and managing stakeholder relationships with industry bodies, Government agencies (Commonwealth and State), consumer groups and internal stakeholders.

Eligibility

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

- A well-developed understanding, or ability to quickly acquire an understanding, of Australian energy markets and the role, purpose and objectives of the AER.
- Highly developed communication (written and oral) and interpersonal skills, including the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- Highly developed management skills, including demonstrated experience leading a team in a fast-paced and large complex people-centred organisation; and work with high levels of autonomy.
- Demonstrated capacity for strategic thinking, including the ability to anticipate priorities and risks.
- Relevant tertiary qualifications in economics, corporate finance, law, public policy or related fields with at least 5 years post-qualifications experience involving managing and leading teams is highly desirable.

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

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Natalie Elkins, 0434479266
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763362

Australian Competition and Consumer Commission

Closing Date:Sunday 12 October 2025

Competition Division

Job Title	Senior Investigators, (Multiple Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$99,562 - $111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/184
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work in a team responsible for promoting compliance with competition law, by investigating and taking enforcement action for potential breaches to Australia's competition laws?**

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

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

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

Duties

What you will do as the Senior Investigator

There are multiple Senior Investigators positions available in the 3 branches of the Competition Division: Competition Enforcement and Advocacy; Competition Enforcement, Coordination and Strategy; and the Competition Enforcement and Cartels Branch. While each branch has particular areas of focus, they work in partnership on competition matters across the Division and the Agency. Duties may include:

- Working individually, and with others, to identify, research and analyse relevant information, to draw evidence-based conclusions on complex competition issues, and make recommendations about next steps.
- Preparing high quality documents including papers, legal notices, voluntary and compulsory information requests, correspondence, reports, and briefs.
- Interviewing witnesses, complainants and/or market participants.
- Interpreting and applying legislation, policies, and procedures.

Eligibility

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

- a qualification in investigations, law, economics, commerce, or similar fields.
- an ability to work flexibly and effectively in a team during times of uncertainty and high pressure.
- demonstrated strong written and verbal communication skills.
- experience conducting complex investigations or managing complex projects.
- demonstrated experience leading an investigating team or similar role in a fast-paced and large complex people-centred organisation.

The following job specific criteria are also highly desirable:

- A sound general knowledge of the ACCC’s role, purpose and objectives, together with detailed understanding (or the ability to attain such understanding quickly) of the competition provisions of the *Competition and Consumer Act 2010* and related legislation.
- At least 2-3 years’ relevant work experience after graduating from relevant undergraduate tertiary qualifications. Relevant work experience includes working:
    - professionally within a legal context that required undertaking legal analysis or drafting
    - for a government entity that required conducting research, drafting, or contributing to the development of policy, or the interpretation or application of Australian legislation
    - within a regulatory context as an investigator
    - within an economic context that required providing economic advice, recommendations, or analysis
    - in an academic context relevant to competition law or related field.
- Certificate IV in Government Investigations. If not already obtained, successful candidates will be expected to obtain this qualification within 6 months of commencing a Senior Investigator role.

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

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Mitchell Grayson, (07) 3811 9203
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763565

Australian Competition and Consumer Commission

Closing Date:Sunday 19 October 2025

AER - Strategic Communications, Engagement, Compliance, Enforcement & Surveillance
AER Compliance and Enforcement

Job Title	General Manager - AER Compliance and Enforcement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are expected to work onsite a minimum 3 days per week
Classification	Senior Executive Service Band 1
Position Number	EA2025/183
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead compliance and enforcement activities to deliver impacts across the energy market?**

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

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

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

Duties

What you will do as the General Manager - AER Compliance and Enforcement

The General Manager is responsible for developing and providing strategic advice to the AER Senior Leadership Team (SLT) and the AER Board on compliance and enforcement across retail and wholesale energy markets and energy networks.

Through their leadership of the Compliance and Enforcement branch, the General Manager ensures the AER acts to increase industry compliance and stop harmful behaviour.

The General Manager leads an integrated, professional team to deliver compliance and enforcement outcomes that support the achievement of the AER's purpose to make all energy consumers better off, now and in the future.

The General Manager has excellent interpersonal skills enabling them to work collaboratively with senior decision makers throughout the organisation. They will have strong communication and negotiation skills to ensure they work effectively with stakeholders in achieving relevant compliance and enforcement outcomes.

The General Manager will report to the Executive General Manager of the Compliance, Enforcement and Surveillance Division and work closely with the AER Chair, Board and Senior Management to ensure that the functions of the AER are undertaken efficiently and effectively.

Eligibility

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

- Strong knowledge of Australian energy markets and associated laws and rules; the role, purpose and objectives of the AER and the complex political and stakeholder environment within which the AER operates
- Extensive demonstrated experience developing and delivering compliance and enforcement strategies to enhance business compliance and stop harmful behaviour and in managing a regulatory compliance intelligence function
- Significant demonstrated experience in leading and managing energy related enforcement litigation.

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Arek Gulbenkoglu, 0419 102 465
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0763418

Australian Electoral Commission

Closing Date:Sunday 19 October 2025

Electoral Integrity & Operations
State Operations WA Operations, NT Operations

Job Title	Team Leader and Assistant Team Leader, WA Operations and NT Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Darwin NT
Salary	$85,465 - $106,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 5;APS Level 6
Position Number	2025-183 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912540510374298~1/edit

You will join a team of staff across the country that ensures the proper conduct of the election and upholds the Electoral Integrity Framework. You will work across a diverse and dispersed network, working closely with our State Office, National Office and the other states and territories.

At the AEC you will develop strong connections with colleagues and supportive networks, as we all work to deliver an impartial and independent electoral system with high integrity.

Duties

We are looking for agile, energetic, self-motivated, results-driven experienced Team Leaders and Assistant Team Leaders to lead a team of staff to manage divisional election planning, delivery, and evaluation. A proactive individual who can work under pressure, and independently under limited guidance but comfortable working in a team environment.

During the preparation phase of the electoral cycle, you will be responsible for ensuring accuracy and completeness of the electoral roll for approximately 100,000 electors within your division to exercise their franchise at the federal, state, and local government election. Whilst doing this you will also be leading your team in preparing towards the next federal event.

Once we move to the mobilisation phase of the electoral cycle these critical roles run the largest peace time activity mobilising up to 100,000 staff.

You will contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives, including setting priorities for the work area, maintaining team cohesion, and ensuring quality of outputs for the work area.

You will be responsible for the overall supervision of our temporary election staff, using your leadership skills to support the expanding workforce requirements seamlessly and efficiently.

You will join the leadership team committed to learning and self-development and responsible for building technical capability and fostering career development of its people.

To excel you’ll have:

- Ability to work with others, by building team spirit, listening and communicating proactively, and recognising the contribution of others.
- Experiencing in leading and supervising, with delegating effectively, providing clear direction, motivating and empowering others and setting appropriate standards of behaviour.
- Demonstrated ability to follow instructions and procedures, keeping to schedules and deadlines, following set procedures and policies and complying with obligations and requirements of the role.
- Ability to cope with pressures and setbacks, while remaining positive and calm and working productively in a high-pressure environment.
- Demonstrated experience in adhering to principles and values, always demonstrating integrity and upholding ethics and values.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Emily Hunter, (08) 6185 3274
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291254051037

Vacancy VN-0763387

Australian Fisheries Management Authority

Closing Date:Friday 10 October 2025

Fisheries Information and Services Branch Observer and Electronic Monitoring

Job Title	Observer Program Coordinator
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	$100,690 - $111,345
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Work 3 days in the office per week
Classification	APS Level 6
Position Number	10128
Agency Website	

Job Description

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

Duties

We are looking for someone who can assist in leading a team to deliver on the core objectives of AFMA Observer and Electronic Monitoring team.

About the team

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

Observer Program

The Observer Program is responsible for the collection of independent data about at sea fishing activities. The Observer Program deploys scientific observers to collect a range of data required for effective fisheries management of Commonwealth fisheries, including for example biological data such as otoliths and length measurements. Field observers are placed on board Commonwealth fishing vessels or undertake port monitoring.

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

Electronic Monitoring Program

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

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

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

The position

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

- Assist the Manager in the delivery of the program's operational services.
- Plan and manage the annual observer deployment plan.
- Engage closely with Fisheries Managers to ensure the program delivers the specific data and monitoring needs of each Commonwealth fishery.
- Assist in managing the safety and wellbeing of observers deployed on commercial fishing vessels through proactive monitoring, risk assessment, and coordination with relevant stakeholders.
- Collect and ensure quality assurance of fishery-specific data, and provide data summaries and reports on issues and developments affecting the quality and reliability of data.

Capabilities

We are looking for someone who:

- Has excellent communication (both verbal and written) and negotiation skills and can effectively liaise with stakeholders.
- Can demonstrate experience and ability in data analysis, report writing and managing a broad range of projects including delivering scientific programs, data management, contract management and program delivery.
- Can work collaboratively in a small team environment whilst being adaptive to changing and competing priorities and generate important program outcomes.

- Can demonstrate their experience managing and supervising remote staff and functioning as part of a high performing team.
- Will show initiative and sound judgement in undertaking the day-to-day duties of the position.

Eligibility

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

Notes

About the Australian Fisheries Management Authority

To Apply

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

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Vacancy VN-0763415

Australian Fisheries Management Authority

Closing Date:Thursday 09 October 2025

Corporate Services Branch Business Partnership and Strategy

Job Title	Financial Accountant
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	$100,690 - $111,345
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Work 3 days in the office per week
Classification	APS Level 6
Position Number	10034
Agency Website	

Job Description

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

Duties

We are looking for an experienced Finance Accountant who can support the management of AFMA's financial transactions.

About the team

The Business Partnership and Strategy (BPS) section delivers the following functions:

- Budget, Planning and Reporting to enhance the agency’s strategic delivery of its legislative requirements through activities including internal budgets, cost recovered budgets, external estimates processes, non-financial reporting corporate planning, portfolio and central agency liaison.
- Financial Reporting to ensure quality, timely and accurate reporting to internal and external stakeholders through activities including management reporting, Whole of Australian Government (WoAG) reporting, quarterly performance reporting, and reporting to AFMA’s audit and risk committee and Commission.
- Financial transaction processing and management to ensure the accurate, timely, efficient and legislatively compliant delivery of services including payroll services, accounts payable, accounts receivable, credit card management, debtor management, tax (GST and FBT), general insurance, cash/appropriation and bank relationship management.

- Procurement expert advice on the financial framework, including Public Governance, Performance and Accountability (PGPA) Act and Rules, the Accountable Authority Instructions, AFMA financial delegations, procurement policy and process and reporting, panel arrangements and collaborative agreements.

The position

Reporting directly to the Financial Operations Manager, this position is suitable for an experienced Financial Accountant who is details driven and enjoys problem-solving. This position will support the management of AFMA's financial transactions including month-end processes, reconciliations, executive reporting and maintenance of financial policies and processes.

The BPS section is a small, dynamic and innovative team. The successful candidate will need to work closely between the financial accounting and budgets function to build transferable skills and provide support when required.

Capabilities

We are looking for someone who has demonstrated:

- understanding of Commonwealth financial compliance and legislative frameworks
- understanding and application of financial procedures and policies and ability to address non-compliance impacting AFMA
- ability to analyse, report, advise and communicate financial information
- ability to apply an advanced understanding of financial analysis tools, systems, options and features specific to role
- ability to research, interpret and apply legislative requirements including accounting standards to resolve complex issues.

Eligibility

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

Notes

About the Australian Fisheries Management Authority

To Apply

Position Contact	Ali Clough, 02 6225 5324
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0763447

Australian Fisheries Management Authority

Closing Date:Monday 13 October 2025

Corporate Services Branch People, Capability and Engagement

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	$100,690 - $111,345
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Work 3 days in the office per week
Classification	APS Level 6
Position Number	10015
Agency Website	

Job Description

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

Duties

We are looking for an experienced communications professional who can manage AFMA’s websites, SharePoint site and social media channels. In addition, we’re looking for someone who can develop content governance processes, documentation and resources and train the AFMA staff in their use.

About the team

The People, Capability and Engagement Section is responsible for AFMA's operational and strategic human resources and communications functions. We provide high quality client service, and strong an effective advice, guidance and support to AFMA staff and the Executive across a range of HR areas including workforce planning, workplace relations, performance, conduct, work, health and safety, learning and development and recruitment.

The Communications and Media team is responsible for the development and implementation of both short-term and long-term projects including, but not limited to, AFMA's social media channels, media management and engagement, stakeholder engagement, communications strategies, website and intranet.

In this section you will have exposure to work with staff at all levels across AFMA's three branches and four offices in Canberra, Lakes Entrance, Darwin and Thursday Island.

The position

The Senior Communications Officer is a client-focused role that delivers communication products for both internal and external audiences using multiple channels including web, media, social media, and events. The Senior Communications Officer will lead content strategy approach for AFMA's digital presence both internally and externally.

You will foster and maintain effective relationships with stakeholders across the organisation and our external clients and partners, including industry associations and digital and design agencies.

Demonstrating great communication skills, the Senior Communications Officer is a communications all-rounder, able to write, create and review a range of communication material for different channels, with a clear understanding of how the messages will be received by target audiences and internal stakeholders.

Capabilities

We are looking for someone who has:

- Excellent verbal and written communication skills
- Ability to forward plan, schedule and manage priorities
- Effective interpersonal communications skills to work well with a broad spectrum of stakeholders (internal and external)
- Demonstrated experience in preparing and managing media release and news articles
- Demonstrated experience in preparing and managing social media content
- Demonstrated experience using digital platforms and content management systems such as Drupal on govCMS, SharePoint and Wordpress

- Proficiency in design programs and editing software like Adobe Creative Suite including photoshop

Eligibility

Qualifications in communications/media, or progress towards such a qualification, and/or relevant experience in a related field.

Notes

About the Australian Fisheries Management Authority

To Apply

Position Contact	Claire Baker, 02 6225 5412
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0763383

Australian Government Solicitor

Closing Date:Tuesday 14 October 2025

Australian Government Solicitor
Office of General Counsel

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Brisbane, Adelaide, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Constitutional and public law
- Lawyers - APS 5 and APS 6
- Adelaide, Brisbane, Canberra, Melbourne and Sydney based
- Permanent (ongoing) and (non-ongoing) opportunities

AGS is seeking applications from Lawyers at the APS 5 and APS 6 levels, with experience or interest in specialist areas of constitutional law, public law, or statutory interpretation who are highly motivated to join our Office of General Counsel team.

About us

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

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

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

AGS is diverse. With offices in every capital city and a team of 800 staff, including 576 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The Office of General Counsel (OGC) is a team of approximately 110 lawyers who specialise in the provision of legal advice and assistance to the Commonwealth Government on constitutional and public law, complex statutory interpretation and the development, implementation and administration of legislation. OGC also acts for the Commonwealth in High Court constitutional litigation and coordinating the conduct of other cases involving constitutional issues. This work touches on core aspects of Australia's system of government, with often enduring implications for the Commonwealth and the nation.

In these roles you will:

- work in the Commonwealth as a trusted legal advisor
- provide legal advice and assistance to clients
- build strong client relationships and identify and develop new business opportunities.

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

About you

These roles will suit lawyers with experience in public law and knowledge of and a strong interest in constitutional law.

The successful candidates will ideally have:

- generally, at least 1-5 years’ experience in the relevant field
- excellent problem solving, research, analytical and writing skills
- the ability to work under pressure, excellent interpersonal skills and persuasion skills
- capacity to meet personal net production/productivity/revenue targets.

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

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

To apply

To apply, please click the 'Apply' button and upload a 1-2 page cover letter with a copy of your CV and academic transcripts.

Applications close at 5:00pm (AEDT) on Tuesday, 14 October 2025.

Further enquiries

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

Eligibility

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

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

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

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Vacancy VN-0763522

Australian Government Solicitor

Closing Date:Thursday 16 October 2025

Australian Government Solicitor
Dispute Resolution, Office of General Counsel and Commercial Support

Job Title	Senior Legal Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Perth, Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Senior Legal Assistant (APS5)
- Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney
- Full-time, ongoing (non-ongoing positions may be offered)

The Australian Government Solicitor (AGS) is seeking expressions of interest from Senior Legal Assistants to become a member of our legal support teams.

If you are interested in progressing your career in legal administration please consider the attached role description and apply.

About us

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

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government. It is a centre of excellence and expertise in areas of law of importance to the Commonwealth and in managing complex, systemic and precedential issues for the Commonwealth.

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

AGS is diverse. With offices in every capital city and a team of 800 staff, including over 576 lawyers, we work in more than 40 different areas of law related to government.

About the role

We are seeking candidates who are highly experienced and looking to expand their legal administrative career, and are enthusiastic and willing to learn. Fundamentally, a strong work ethic and a desire to work as part of a team and provide professional administrative service to lawyers, is essential.

As a Senior Legal Assistant, you will:

- train, develop and mentor other legal support staff under the guidance of the Legal Support Manager or National Coordinator
- assist the Legal Support Manager or National Coordinator manage the day-to-day operation of the legal support team
- take on new and complex requests, identifying opportunities to improve processes
- be a role model for junior staff members
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel

- provide high quality legal and administrative support, taking an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- assist with preparation, and in some cases draft, documents relevant to your role and send these to clients, courts, tribunals or other bodies
- ensure administrative procedures such as client billing and reporting are completed efficiently and comply with relevant AGS requirements
- have a proven ability to work well in a team
- provide all-round legal support and assistance as required.

Please refer to the role description on our recruitment portal for duties and responsibilities of the role.

To be successful in this role you will have:

- at least 3 years' legal administrative experience, in a law firm or similar legal environment, and experience in training and mentoring staff
- interest and experience in legal administrative roles, good attention to detail and a professional approach, including the ability to manage multiple tasks with accuracy
- a genuine commitment and ability to deliver high quality client service
- well-developed written and oral communication skills
- good knowledge of common software applications (e.g. Word, Outlook, Adobe), and advanced technical skills in Microsoft Office and PowerPoint as well as legal practice software systems such as Mattersphere, Elite, iManage, Desksite or Filesite
- a team-oriented mindset with the ability to collaborate effectively and contribute to the success of the team
- a genuine interest in developing your administrative skills further, with a focus on learning and improving processes as you grow within the role.

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

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

To apply

To apply, please click the 'Apply' button.

Applications close at 5:00pm (AEDT) on Thursday, 16 October 2025 and you will need to include your CV and a covering letter (both no more than 2 pages) indicating relevant experience with reference to the required skills and experience for the role.

Further enquiries

Further information can be obtained by contacting Melanie Waddell, National Coordinator Dispute Resolution on 07 3360 5695.

Eligibility

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

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

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

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Vacancy VN-0763516

Australian Signals Directorate

Closing Date:Wednesday 15 October 2025

Job Title	Senior Executive Service Band 1 - Assistant Director-General –Technology Development & Integration
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	Office arrangement maybe discussed with successful candidate.
Classification	Senior Executive Service Band 1
Position Number	ASD/07867/25
Agency Website	https://www.asd.gov.au/careers

Job Description

https://defencecareers.nga.net.au/?jati=AD5EE962-FA28-0ECD-C9C1-E436D27914E9

Duties

Our Organisation

The Australian Signals Directorate (ASD) is the Australian Government's foreign signals intelligence, offensive cyber and cyber security agency.

The ASD motto, Reveal their secrets - Protect our own, summarises our roles: we collect foreign intelligence; we provide advice and assistance on information and cyber security; and we conduct offensive cyber operations.

ASD's success is founded on the ingenuity of its workforce, mastery of technology, and collaborative partnerships. To achieve its mission, ASD requires people with strong integrity and a mix of specialist skills, adaptability, imagination, resilience and creativity. These abilities are needed to out-think and out-imagine some of the most testing adversaries and problems imaginable.

Position Description

ASD is currently undergoing a significant transformation – doubling in size, expanding its presence both nationally and globally, and delivering significant new and enhanced intelligence and security capabilities for Australia. As a senior leader in ASD, you will have an important role leading this change.

We are seeking to attract talented candidates for positions at the Senior Executive Service (SES) Band 1 level that will contribute to ASD's mission and have relevant skills and experience to provide exemplary leadership and management to a team of high performing ICT professionals who deliver enterprise infrastructure and capabilities to ASD, Defence and the National Intelligence Community (NIC).

The Enterprise Technology Division within ASD is the backbone of ASD's enterprise ICT capabilities. The division is responsible for a wide range of technology capabilities, supporting the integration of mission systems and platforms with ASD's signals intelligence capabilities. The division is responsible for the through life management of enterprise technology capabilities that improve intelligence outcomes for ASD, Defence, the National Intelligence Community (NIC) and our international partners.

As an Assistant Director-General within Enterprise Technology Division, you will be responsible for effectively managing financial, technical and human resources to develop, deliver, operate and integrate fit-for-purpose ICT services and infrastructure to customers across ASD, the Defence portfolio and the NIC. You will actively contribute to the architectural considerations of ASD's infrastructure to ensure it is resilient, redundant and sufficiently flexible to adapt quickly to new capability requirements.

You will have responsibility for leading a branch, with a complex, diverse and nationally distributed workforce, while continuing to deliver on the operational requirements of the position. You will work closely with international partners, and across the Defence portfolio and the NIC, to deliver on a wide range of capability projects.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of ASD as the Australian Government's foreign signals intelligence, offensive cyber, and cyber security agency. You will influence the strategic direction of ASD and work with colleagues across the Defence portfolio and Government to achieve results. You will operate effectively in an environment of ongoing change and uncertainty, maintaining and actively ensuring stakeholders are kept informed during times of change.

Successful applicants will exemplify ASD's values and engender a culture of achievement, collaboration and agility. You will be self-aware, and will encourage and respect the diversity of ideas and perspectives that defines ASD's workforce.

Eligibility
Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Lionel Riley, (02) 6126 4500 and quote ref. no. 11557
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AD5EE962-FA28-0ECD-C9C1-E

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Vacancy VN-0763545

Australian Signals Directorate

Closing Date:Sunday 19 October 2025

Job Title	ASD 5, 6 and EL1 Operations Co-ordinators and Operations Managers
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$92,387 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	ASD/07994/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

We are recruiting multiple positions in various teams;

The **Cyber Plans and National Response (CPNR) team** leads work prioritising, creating and coordinating realistic and actionable plans to support ACSC's mission to harden, defend and protect Australia's critical infrastructure from cyber-attack.

We are a multi-disciplined team established to prepare and equip Australia's most critical systems against cyber-attacks. This is achieved in close partnership across Government and industry, in line with legal and governance frameworks.

Roles span strategic and operational planning, exercise, research and development, operations and mission governance. The team contains a diverse set of skills including intelligence, engineering, operations, governance, executive and support.

The role of **ASD CPNR National Cyber Defence Planning Team** is to facilitate the ongoing development and testing of the ASD's National Cyber Defence Plan.

Cyber Security Resilience Division is part of ASD's Australian Cyber Security Centre. Cyber Security Resilience Division works in collaboration with Australian Government and industry partners to improve Australia's cyber defence. This is a dynamic, positive and supportive team, keen to help you develop your capabilities including opportunities for learning and training.

There are expected vacancies in the following sections within CSR;

Critical Infrastructure Operational Technology Environments – responsible for enhancing the cyber security resilience of critical infrastructure around Australia, with a strong focus on operational technology.

Secure Design & Architecture – promotes and encourages cyber security best practice through thoughtful design and architecture processes and provides tailored advice on priority ICT projects with a focus on security architecture and threat modelling.

Government Uplift – responsible for uplifting the cyber security of government through technical assessments, remediation programs, strategies and advice to build cyber security capability across government entities.

Cyber Hygiene Improvement Programs – responsible for measuring the cyber posture and hygiene of internet-facing systems and assets for government and critical infrastructure entities and reporting to network owners, providing them with actionable information to help inform their cyber security improvement efforts.

About the Roles

The functions of the **ASD Cyber Plans and National Response Planning Team** are:

- Lead the ongoing development and testing of the internal facing aspects of the National Cyber Defence Plan.

- Plan, coordinate, validate and refine operational cyber defence plans across multiple stakeholders.

The roles entail a high level of stakeholder engagement including liaison in relation to sensitive cyber security operations and complex issues.

An Operations Coordinator working in **Cyber Security Resilience Division** is similar to a project coordinator:

- Planning and delivery of complex operations, support large programs that contribute to Australia's national security and deliver cyber resilience outcomes.

- A dynamic and collaborative multidisciplinary team, bringing together technical experts, operational team members and experienced policy staff to work across international forums, industry and government.

ASD5 Operations Coordinator

- Accountable under limited direction to perform and achieve complex program support work within an integrated workforce.
- Will co-ordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members.
- Will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and the Australian Signals Directorate outcomes.
- Interpret and comply with moderately complex legislative and regulatory frameworks organisational polices and business processes.
- Assist in developing new (or updating existing) Standard Operating Procedures.

ASD6 Operations Coordinator

- Accountable under broad direction to perform and achieve complex program support work within an integrated workforce.
- There is a considerable level of stakeholder engagement and will involve liaison with stakeholders in relation to sensitive security incidents and complex issues.
- Independently identify and track operational milestones and incorporate into regular high quality reporting.

- Interpret and comply with complex legislative and regulatory frameworks, organisational polices and business processes.
- Supervise and train junior team members, be accountable to set work priorities and manage workflows.
- Lead collaboration within and across ASD teams to achieve operational outcomes.
- Proactively work with Operations Managers to coordinate uplifts, engagements and operational logistics, including travel, acquisition equipment, and other activities as required.

ASD EL1 Operations Manager

- This position will lead work creating and coordinating realistic and actionable plans to support ACSC’s mission.
- The role entails a high level of stakeholder engagement including liaison in relation to sensitive cyber security operations and complex issues.
- Evaluate business practices and objectives to understand critical factors for success, and deliver continuous improvement.
- Lead a team to provide cyber security advice and assistance to government and industry stakeholders.
- Be accountable for leading a team, managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Under limited direction, you will be required to perform and achieve complex to very complex program support work within an integrated workforce.
- Required to lead a team working across the agency to assist with crisis planning.
- Understand and advise on a range of cyber security matters including representation at domestic and international forums.
- Explain and apply complex information to drive and influence the improvement of cyber security posture.

Technical cyber security skills are not required for this role but a willingness to learn cyber security concepts is recommended, training is provided. There are opportunities for travel, continuous professional development, and industry collaboration.

Duties

We are seeking applicants who have:

- A commitment to a positive and inclusive workplace culture and ASD values.
- Strong communication skills, both written and verbal, in person and across a geographically dispersed workforce.
- Experience planning campaigns, operations or exercises, preferably at the Strategic or Operational levels, including integration with civilian organisations and Other Government Agencies.
- Experience managing multiple operations/events/projects with multiple stakeholders.
- An ability to work with stakeholders to capture their requirements in planning documentation across the technical, process and resource domains to develop practical solutions.

- The ability to learn new processes, systems and subject matter, build technical knowledge and share their experience.
- The ability to adapt to changing priorities and triage competing deadlines.
- Accountability for accurate completion of work within timeframes and quality requirements.
- Experience leading a team (EL1), project management, and human resource co-ordination.

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

Eligibility

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

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

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

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

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

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

Notes

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763453

Australian Sports Commission

Closing Date:Friday 17 October 2025

AIS Operations
AIS Aquatic Centre Pool Operations

Job Title	Senior Pool Operator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$57,373 - $71,095
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On-site (AIS Pool)
Classification	APS Level 3
Position Number	EXT/25-237
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=991EB194-649B-9B63-61E7-E4374A646AD3

Duties

Applications close at **11:30 pm** AEST **17 October 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team –

The AIS Aquatic Centre operates a diverse range of state-of-the-art facilities over a 7-day operating environment, including: 50m and 25m indoor heated pools, testing and training pool and Recovery Centre. These facilities are utilised by both High Performance and commercial programs, and the Centre is open to the public for individual use, with both pools also being available for hire for group use by schools, sporting clubs and other organisations.

About the role –

An opportunity exists for 1 suitably qualified individual to assist the Pool Operations manager in coordinating day-to-day operations. In this position, under direction from the Pool Operations manager, you will be required to:

- Co-ordinate and supervise Pool Operators in the provision of lifeguarding and equipment and facility set-up/pack-down
- Keep abreast of developments and trends in the aquatic and leisure industry to maintain the leading-edge profile of the Centre
- Possess technical knowledge with regard to electronic timing systems and water quality
- Guide, mentor and inspire employees to ensure a motivated, productive, and inclusive team environment.

To be successful in the role, you will need:

- Current Royal Life Saving Pool Lifeguard certificate
- Senior First Aid qualification
- Ability to work on a rotating roster (4 on / 4 off) which includes weekends.

- Demonstrated experience in operations of an aquatic, sporting, and/or recreational facility.
- Pool and Spa Operators certificate or willingness to obtain.

This position is offered as an **ONGOING** position.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker’s Cottage Childcare Centre.

Eligibility

- To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.
- As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.

- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Shannon Salvestro, Pool Operations Manager, 02 6124 1460
Agency Recruitment Site	https://ausport.nga.net.au/?jati=991EB194-649B-9B63-61E7-E4374A646

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Vacancy VN-0763463

Australian Sports Commission

Closing Date:Friday 10 October 2025

Office of the CEO
Communications and Media

Job Title	Assistant Director, Communications and Media
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$124,728 - $147,177
Future Merit Locations	Sydney, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	EXT/25-253
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=A8224E80-1EA2-27EE-C19C-E4374BA4B08C

Duties

Applications close at **11:30pm** AEST **Friday, 10 October** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team –

The Communications and Media team leads external and internal communications as well as social media for the ASC to maintain our reputation and position as the leading national voice for sport in Australia. We aim to lead, advocate and support stakeholders to inspire an active Australia.

About the role –

As a senior member of the Communications and Media team, the Assistant Director will have an outward facing role that leads the engagement and delivery of strategic communication support to a range of stakeholders. This includes overseeing media relations, digital content, capability building, and issues management.

This role has a particular focus on **crisis communications preparedness and response**, as well as **developing and delivering media training** to build the capability athletes, senior leads and communications staff across the sector.

In consultation with the Director, Communications and Media, you'll be asked to drive and implement the organisations' strategic agenda to help achieve key outcomes.

Key responsibilities include:

- Drive and implement the organisational communication and engagement strategy across traditional and digital platforms.
- Lead the development and delivery of proactive and responsive media strategies, including crisis and issues management protocols.
- Build and maintain strong relationships with media, government, sports organisations, athletes, coaches, and administrators.
- Provide strategic advice and support to executives and program leaders on reputational issues, messaging, and communication risks.
- Deliver media training workshops to enhance internal and sector-wide communication capability.
- Oversee content planning and development for digital and internal communication channels.
- Analyse digital performance and media coverage, and provide actionable insights to senior leadership.
- Manage external contracts and services such as media monitoring and distribution.
- Promote an audience-centred approach to communications and champion high-quality digital engagement.
- Foster collaboration across business units and lead cross-functional projects to meet strategic goals.
- Uphold and model the ASC values and contribute to a high-performing, inclusive team culture.

About you –

We are looking for a motivated individual with excellent attention to detail and the ability to work within a creative communications team. The successful candidate will have:

- **Extensive industry experience** with demonstrated exposure to the media industry from multiple perspectives (e.g., journalism, public relations, broadcast, sport communications).
- **Strong sector relationships** with athletes, administrators, coaches, media and key sporting stakeholders — highly desirable.
- **Demonstrated expertise** in crisis communications, media relations, and reputation management in complex or high-pressure environments.
- Experience developing and delivering **media training workshops** to a range of audiences.
- Tertiary qualifications in communications, journalism, media, or a related field, with senior-level experience.
- Strong writing and verbal communication skills across platforms and audiences.
- Proven ability to lead, influence, and collaborate with internal and external stakeholders.
- Ability to manage high workloads, competing deadlines, and complex issues with sound judgment and strategic foresight.

This position is offered as an ***ONGOING*** position.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker’s Cottage Childcare Centre.

Eligibility

- To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

- As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- As part of this position, the role occupant may have access to sensitive, and potentially distressing information in the areas of sexual misconduct and child safeguarding.
- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

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To Apply

Position Contact	Leigh Meyrick, Director, Communications and Media, 0407 407 830
Agency Recruitment Site	https://ausport.nga.net.au/?jati=A8224E80-1EA2-27EE-C19C-E4374BA4

Vacancy VN-0763515

Australian Sports Commission

Closing Date:Monday 13 October 2025

Technology
Transition Services

Job Title	Configuration Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$106,019 - $122,233
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	EXT/25-217
Agency Website	https://www.sportaus.gov.au/

Job Description

https://careers.ausport.gov.au/current-vacancies/

Duties

Applications close at **11:30pm** AEST **Monday 13 October** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team –

The Transition Services Team provides a central point of coordination, control and governance for all ICT transition activities across an ITSM model and framework that supports ASC end users and Technology Group to collaborate closely across all Service Towers.

They provide effective governance, control and management of change, release and deployment, knowledge and configurations/CMDB that are essential for a well-functioning IT ecosystem that enables effective use, sustainability, and scalability across the organisation.

About the role –

The Configuration Manager ASC5 (APS6 equivalent) is responsible, under broad direction, for managing configuration information systems or repositories within the configuration management database (CMDB) to ensure consistency, accuracy, and stability of Technology Group's owned, managed and supported Product and Platform configurations and configuration items.

The role will manage the configuration management lifecycle, including

- Planning
- Identification
- Control
- Status Accounting
- Reporting
- Verification and audit

This involves documenting, tracking, and controlling configurations (and configuration items) to maintain reliability and to prevent issues caused by undocumented changes through the transition of new technology projects and/or enhancements and/or fixes of existing services or service elements into service operation.

You will be responsible for overseeing and managing both project and operational related configuration management updates/changes that have the potential to impact or affect services or service offerings.

You will assist the Change Manager to ensure effective governance, control, assessment and mitigation of risk to the security, availability, performance and impact on the business, related to impacted configuration items to maintain the services Technology Group provide to internal and external stakeholders.

About you –

Our ideal candidate will be an experienced and motivated individual with excellent attention to detail and a passion and experience in developing and implementing technology processes and procedures within a government context.

The following skills are essential for the successful candidate:

- Demonstrated experience (2-3 years) in coordination and facilitation of Configuration Management policies, processes and procedures.
- Demonstrated experience in planning and implementing a new CMDB, including the ability to identify, define and document Configuration Items (CIs), their attributes and their relationship to other items within a CMDB.
- Experience in creating reports and dashboards providing insights into configuration data and compliance metrics
- Excellent written and oral communication skills, with the ability to translate technical information to understanding of a layperson

The following skills are desirable for the successful candidate:

- Ability to work accurately under pressure.
- Strong stakeholder management skills and an ability to influence and persuade others to work toward a common vision or goal.
- Understanding the ITSM or ITIL Service Lifecycles and their relationships to Configuration, IT Asset, Change and Release & Deployment Management.

This position is offered as an ***ONGOING*** *role*

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements
- Annual allowances towards training based on individualised career goals
- Access to a customised ASC L&D calendar for ongoing professional and career development
- Generous superannuation scheme with up to 15.4% employer contributions
- Corporate discount on AIS Shop merchandise
- Access to Clearinghouse for Sport, an information sharing platform for sporting professionals

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre

If you have any questions about this opportunity, please contact:

- **Contact Officer:** Joseph Gard, Assistant Director - Transition Services
- **Phone number:** 0403 659 345
- **Email address:** Joseph.Gard@ausport.gov.au

or

- **Contact Officer:** Jordan Reeve
- **Phone number:** 0400 325 374
- **Email address:** Jordan.Reeve@ausport.gov.au

Eligibility

- To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.
- As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Joseph Gard, Assistant Director - Transition Services, 0403 659 345
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0763264

Australian Submarine Agency

Closing Date:Thursday 09 October 2025

Job Title	Senior Executive Service Band 3 - Deputy Director-General Strategy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site;Flexible
Office Arrangement Details	Office arrangement may be discussed with successful candidate
Classification	Senior Executive Service Band 3
Position Number	ASA/07856/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=5DB2A110-A359-BC89-A2E7-E436D22FEEF2

Duties

Introduction

Australia’s acquisition of conventionally-armed, nuclear-powered submarines is historic and transformational. The Optimal Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia’s capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific. This significant undertaking presents an exciting opportunity for dedicated, committed and aspirational leaders to lead, develop and shape the Australian Nuclear Submarine Program.

Your Role

The Australian Submarine Agency (ASA) is seeking an experienced, strategic leader to fill the role of Deputy Director-General (DDG) Strategy. This is a Senior Executive Service Band 3 position, responsible for leading ASA’s strategic direction and performance across capability development, policy, and agency operations. As a senior member of the Executive Leadership Team, the DDG

Strategy will play a critical role in delivering the objectives of the Nuclear-Powered Submarine (NPS) Program.

Eligibility
Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Karina Duffey and Tricia Searson – please quote 1017, 02 6232 2200
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5DB2A110-A359-BC89-A2E7-E4

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Vacancy VN-0763311

Australian Submarine Agency

Closing Date:Sunday 19 October 2025

Australian Submarine Agency
SSN-AUKUS

Job Title	Integrated Products Support Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/07869/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=A77AE3E3-176E-DD24-56BF-E436D0495506

Duties

The Role

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

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

As an Executive Level 1, Integrated Products Support Manager, you will be responsible for leading the evaluation and analysis of a variety of Integrated Product Support considerations such as training & training support, product support, supply support, information technology and infrastructure, within the Australian context. This will also require supporting the definition and development of the support system for the SSN-AUKUS conventionally armed, nuclear powered submarine.

To achieve this, we seek an Integrated Product Manager to lead the following activities:

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

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

About our Team

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

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

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

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

Our Ideal Candidate

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

- Demonstrated experience in developing, guiding and leading a high performing and cohesive team to deliver against strategic outcomes within strict deadlines and competing priorities.
- Demonstrated ability to cultivate and maintain productive, professional working relationships with senior leaders across internal and external stakeholders within an integrated workforce.
- Demonstrated ability to exercise a considerable degree of independence with the ability to exercise sound decision making and judgement in providing expert project and product support advice.

- Demonstrated experience in complex to very complex problem solving and issues management to support decisions that impact on strategic, political or operational outcomes.
- Demonstrated experience and well-developed skills in the preparation of briefs and reports,
- Excellent interpersonal and communication skills.
- Demonstrated ability to adapt to changing or evolving requirements of a complex program/project.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Jerome Baynton, jerome.baynton3@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A77AE3E3-176E-DD24-56BF-E4

Vacancy VN-0763564

Department of Finance

Closing Date:Wednesday 15 October 2025

Corporate
Parliamentary, Governance and Strategy Planning and Performance

Job Title	Senior Planning and Performance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	APS Level 6
Position Number	2025/151
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Parliamentary, Governance and Strategy Branch provides advice and support to our ministers, the department and portfolio entities to fulfil their responsibilities to the Parliament. The Branch manages parliamentary processes, delivers Cabinet support and is a point of contact for the Parliamentary Document Management System (PDMS). The Branch delivers secretariat support to Finance's governance committees and coordinates implementation of the enterprise performance framework which includes preparation of Finance's corporate plan, annual report and performance reporting. The Branch has responsibility for implementation of a broad range of capacity building projects under DFAT funded Official Development Assistance (ODA) programs in Indonesia, Papua New Guinea and the Pacific and can provide advice and support to areas of the Department hosting visiting foreign delegations.

As a senior member of the Planning and Performance team, you will support a small team in the effective delivery of Finance's primary planning and reporting products under the *Public Governance, Performance and Accountability Act (2013)* (PGPA Act) and associated Rule.

Duties

ABOUT THE OPPORTUNITY

The Parliamentary, Governance and Strategy Branch is looking for a high performing, dedicated Senior Officer to support the planning and performance functions at the Department of Finance.

The nature of the work requires liaising across all areas of the department and undertaking coordination activities. This opportunity would suit individuals who have strong administration and collaborative skills. Ideally, you will be organised, flexible, have excellent attention to detail, and an ability to work across the section and broader branch, if required.

Working in a team environment the position may encompass some or all of the following:

- Assist with the preparation of the corporate plan, annual report and quarterly performance reporting, including coordination across the department.
- Ensure accountability requirements are met, including the preparation and approval of performance measure records, quarterly performance reports and corporate publications.
- Contribute to papers and reports that provide oversight of performance in the department against their key performance indicators.
- Manage, monitor and prioritise incoming and outgoing correspondence from group mailboxes to ensure matters are managed appropriately and deadlines are met, including referring or escalating matters as appropriate.
- Coordination of ad hoc briefing and requests for information.
- Contributing to the provision of complex information and strategic advice to stakeholders.
- Assisting with other teams within the branch, if required.

DETAILED VACANCY INFORMATION

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

Eligibility

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

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Tara Stellati, (02) 6215 2311
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0763647

Department of Finance

Closing Date:Sunday 19 October 2025

ICT
Internal Services and Cyber IT Service Management Processes/Service Centre

Job Title	ICT Undergraduates
Job Type	Casual, Non-Ongoing
Location	Canberra ACT
Salary	$63,723 - $72,926
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra Based
Classification	APS Level 2
Position Number	2025/147
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE TEAM

The Service Centre serves as the primary point of contact for Finance staff seeking technical guidance or assistance with IT-related products and services. Our responsibilities include managing user requests, assessing their needs, and providing appropriate support or solutions.

The Service Centre provides first level support for the following services:

- IT support.
- Central Budget Management System (CBMS budget application).
- Security (physical and IT).
- Facilities.
- Office and Travel.

Duties

ABOUT THE OPPORTUNITY

As part of the Service Centre and Service Delivery Processes teams, you will gain hands-on experience in a dynamic environment, providing first-level support through calls, live chat, walk-ups, and the Self-Service Portal. You'll receive on-the-job training, including exposure to the Service Desk Analyst role, and participate in team meetings, training sessions, and knowledge-sharing activities.

Key responsibilities include the following:

- Client Support and Service Delivery.
- Provide Level 1 ICT support to Department of Finance staff via phone, live chat, walk-ups, and the Self-Service Portal.
- Assist users with troubleshooting common technical issues and fulfilling service requests in a timely and professional manner.
- Escalate unresolved or complex issues to senior analysts or technical leads as required.
- Communication and Customer Service.
- Maintain a customer-focused approach, ensuring clear and courteous communication with users of varying technical proficiency.
- Log and track incidents and requests accurately using the department's service management tools. Team Collaboration; work collaboratively with other Service Centre team members to ensure consistent and high-quality support.
- Participate in team meetings, training sessions, and knowledge-sharing activities.
- Learning and Development; engage in on-the-job training to build technical and procedural knowledge relevant to the Service Centre environment.
- Demonstrate a willingness to learn and develop ICT skills aligned with APS2 capabilities and career progression pathways.
- Operational Support; monitor the service desk queue and prioritise tasks based on urgency and impact.
- Utilise innovative AI technology to improve Service Centre services.
- Contribute to maintaining documentation, FAQs, and guides to support consistent service delivery.

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

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

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

About the Department of Finance

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To Apply

Position Contact	Andy Samkhar, 02 6215 2215
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0763356

Department of Home Affairs

Closing Date:Wednesday 30 September 2026

South & West
Operations SA/NT Chief of Staff

Job Title	Casual and Non-Ongoing Assistant Border Force Officer
Job Type	Casual, Non-Ongoing
Location	Various locations - NT NT
Salary	$59,520 - $66,115
Future Merit Locations	Various locations - NT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	139935
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139935/

Irregular and Intermittent Employees (IIEs/Casual) are employed with the Australian Border Force (ABF) at the APS2 classification and assist frontline operational teams to meet peaks associated with the movement of people and goods across the border. IIEs are predominantly required to work at international airports to alleviate pressure on existing teams during periods of increased flight departures and arrivals. They are also utilised to work in teams dealing Maritime as well as general administration areas.

IIEs receive a 25 per cent loading on the base hourly rate of their classification. Further information can be found in the Enterprise Agreement 2024 – 2027.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

The ABF is currently looking for flexible, adaptable and reliable people to undertake work on a casual basis at the APS2 classification. The skills we need include:

- Organisation.
- Strong Communicator.
- Client Service capabilities.
- Adapt to situations to successfully resolve conflict.
- Emotional intelligence.

Duties

- Provide basic administration support under guidance.
- Operate basic information technology systems.
- Develop and maintain effective and productive working relationships/partnerships.
- Work as part of a team.

These roles are frontline roles which require officers to wear the ABF uniform and represent the ABF professionally in the public domain. Officers must be capable of interacting with members of the community and foreign visitors.

Additional information

In the ABF we are looking for Officers who can:

- Commit to our values and behaviours, maintaining a high level of integrity and professionalism.
- Commit to community engagement and protection as well as client service.

Eligibility

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

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

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Sam Kansal, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139935/

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Vacancy VN-0763417

Department of Home Affairs

Closing Date:Tuesday 14 October 2025

ABF Operational Capability
Border Capability Delivery

Job Title	Senior Border Force Officer
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NT NT, Various locations - WA WA
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	140016
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140016/

About our team

National Operations | ABF Operational Capability | Border Capability Delivery

The Border Capability Delivery (BCD) Branch in the Australian Border Force (ABF) guides and supports the management, development and enhancement of operational capability to meet the ABF's needs by representing and advocating for the ABF in capability development, program design and implementation, and technology management.

The branch is responsible for over 90 ICT-based ABF business (operational) systems and has oversight and delivery of the ABF's Cargo and Mail Capability, Traveller Capability and Stand-Alone Projects delivery programs.

BCD consists of seven sections that collectively contribute to the overall success of BCD's mission to enhance ABF operational systems and drive efficient technology management across its functions.

These sections include:

- ABF Traveller Operational Systems
- Border and Cargo Operational Systems
- Border Systems Support
- Cargo & Goods Management
- Traveller Program
- Ports & Infrastructure Capability
- Trade, Mail and Cargo Capability Partner
- Traveller Capability Partner

Our ideal candidate

- Support team(s) and management with passion and drive, fostering a dynamic and progressive atmosphere in an ever-evolving, forward-thinking environment. Be committed to building an inclusive workplace and fostering a positive, energetic and supportive work culture
- Possess or aspire to develop skills in managing critical operational systems, service delivery or project and program management, process development, and team leadership
- Embrace and encourage innovation, motivating others to continuously enhance processes and practices
- Effectively communicate, liaise, negotiate and maintain collaborative relationships with other elements of the ABF and across the Department to jointly deliver beneficial outcomes to the ABF
- Excellent written and verbal communication and experience in interpreting legislation, policy and procedures as part of undertaking their duties.

Duties

Border and Cargo Operational Systems Section

The successful candidate will:

Level 1 Technical Support Team

- Manage complex customer enquiries via telephone, email and written correspondence, including in the context of non-routine circumstances
- Provide specific program, service or policy information to customers
- Maintain, enhance and develop professional relationships with key external stakeholders and external business partners in the cargo industry environment

Level 2 Technical Support/User-Acceptance Testing (UAT) Team

- Contribute to the delivery of Change Management activities
- Provide specific program, service or policy information to customers
- Apply innovation initiatives to maximise the benefits of change and contributes to the improvement in quality and efficiency of services
- Undertake systems validation and verification testing within prescribed parameters
- Assist and draft with identification and implementation of systems improvement initiatives

Border Systems Support Section (Movement Record and Passenger Cards Team)

- Experience in preparing documentation and retrieval of data within systems in response to requests
- Experience in undertaking complex and time critical data matching
- Experience in internal and external stakeholder engagement including possible court attendance
- Experience in undertaking system and user auditing.

Additional information

Desired:

- Experience in project/program management and/or program governance (highly desired for some roles)
- Strong understanding of project/program management techniques, methodologies and deliverables
- Operational use and management of critical business systems
- Understanding of Standard Operating Procedures (SOPs) & Procedural Instructions (PIs).

Eligibility

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

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

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

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

Notes

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

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

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To Apply

Position Contact	Calynda Jensen, 02 6264 4633
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140016/

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Vacancy VN-0763438

Department of Home Affairs

Closing Date:Sunday 12 October 2025

Executive Coordination
Media & Communication Content Management and Optimisation

Job Title	Assistant Director, Content Management and Optimisation
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	139800
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139800/

The Media and Communication Branch is responsible for centrally coordinating media enquiries and strategic communications for the Department of Home Affairs. The Branch is comprised of several teams that each deliver important influence and enabling services for Minister's offices, Senior Public Servants, departmental business areas and client service delivery channels.

Content management positions in the Content Management and Optimisation section develop and manage content for online (including websites, Virtual Assistant and Knowledge Management) and phone channels, to enhance the cross-channel user experience. They manage and optimise content using data analysis and engagement with business areas. The position requires staff management, including setting and coordinating tasking; managing performance and team administration.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

Candidates must be forward thinking and motivated people who enjoy working in a dynamic and innovative environment. They will be self-driven, collaborative, strategic and have experience leading teams. They will have excellent writing and editing abilities, an interest in improving user experience, the ability to decipher and translate complicated information into a more easily understandable form and well-developed communication and stakeholder engagement skills. They should possess the ability to quickly assimilate and analyse information, adapt to changes and contribute towards innovation and continuous improvement.

Our ideal candidate will also have:

- Excellent communication and writing skills.
- Strong stakeholder engagement skills.
- Interest and experience in the development of content for client service delivery.
- Interest and experience in call centre operations.

Duties

- Lead a team to develop, coordinate and optimise content for Home Affairs online and phone channels.
- Providing leadership to the team, including setting and coordinating tasking, providing feedback and managing performance.
- Ensure the team's work optimises the cross-channel user experience and reflects the priorities of the Branch, Division and Department.
- Contribute to the strategic direction of the Section and Branch.
- Provide strategic oversight and governance of content processes.
- Develop and foster key stakeholder relationships at senior levels.
- Engage with relevant business areas on content improvement and performance analysis, and implement projects where required.
- Review and action complex and high priority jobs.
- Develop and maintain content management processes and strategy documents.

Eligibility

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

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

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To Apply

Position Contact	Geetha Krishnakumar, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139800/

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Vacancy VN-0763448

Department of Home Affairs

Closing Date:Sunday 19 October 2025

Strategy Digital and Data
Sourcing & Vendor Management IT Computing Commercials/IT Procurement

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	139944
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139944/

The Sourcing & Vendor Management Branch (SVMB) is committed to building staff capability through formal training and qualifications relating to procurement and contract management and provides the opportunity to leverage these skills on behalf of the Major Capability and ICT Divisions. SVMB is responsible for leading engagement with people vendors to on board the large

contractor workforce utilised by the capability development and delivery areas. This also includes strategic workforce planning and centralised talent acquisition for the Technology and Major Capability Group.

The IT Procurement (ITP) and IT Computing Commercials (ITCC) sections, sit within SVMB, and together form a centre of excellence for technology procurement and commercial management across the portfolio. These sections provide subject matter expertise and highly skilled procurement officers and commercial managers to advise on, deliver and manage ICT procurement activities. Their responsibilities span the end-to-end procurement of IT hardware, software, renewals and professional services, as well as the ongoing management of strategic critical cloud and software contracts, and the procurement of ICT contractors under labour hire arrangements, including contract variations and extensions.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace.
- Attention to detail in procurement and contract documentation.
- Interpersonal effectiveness to build rapport and maintain internal and external stakeholder relationships.
- Act consistently in accordance with integrity frameworks and behaviours including ethical decision making.
- Commitment to developing team capability.

Duties

- Conduct IT procurement preparation activities
- Communicate with stakeholders and provide advice on complex or sensitive IT procurement enquires.
- Conduct financial management activities.
- Supervise a procurement team, where required.
- Conduct procurement risk management.

Additional information

One (1) role sits within the IT Hardware team, responsible for sourcing IT hardware for the department. The team ensures that IT Hardware is procured in accordance with procurement rules, cyber security and IT security requirements, while supporting the effective management of IT hardware assets.

One (1) role sits with the ICT Contractor Services team, responsible for the procurement, onboarding and offboarding of ICT contractor labour hire. This includes coordinating Onboarding checks / Employment Suitability Clearance (ESC) processes, building access, SAP updates, and stakeholder engagement. The team ensures contractor engagements are delivered consistently and in line with Commonwealth Procurement Rules (CPRs).

Both of these roles require professionalism in representing the department to internal and external stakeholders, sound ethical judgment and consistent alignment with integrity frameworks. Both roles also play a key role in mentoring colleagues and sharing knowledge to strengthen capability across the team.

As an APS6 Procurement Officer, you'll join a team known for its great culture. We are professional, high performing and always ready to support each other both at work and in team activities. It's a role where your expertise is valued, your growth is supported and team spirit makes every day more rewarding.

Preferred Role Requirements and Qualifications

- A Certificate IV in Government (Procurement and Contracting) or higher
- 12 months recent experience in Government Procurement (or similar)

Eligibility

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

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

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

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To Apply

Position Contact	Kylie Mundy, 0415 311 706
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139944/

Vacancy VN-0763450

Department of Home Affairs

Closing Date:Wednesday 22 October 2025

Targeting and Intelligence Operations
Targeting National Profiling Section

Job Title	Senior Cargo Profiler
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	139892
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139892/

The National Profiling Section delivers the ABF's enterprise, rules-based Targeting Activity (Profile) Management capability, which enables the ABF's targeting operations conducted through the National Border Targeting Centre (NBTC), for the traveller, mail and cargo domains. In the cargo domain, alerts and profiles also facilitate trade, strengthen supply chain security, and detect illegal trade. These targeting activities are based on customs compliance and enforcement measures that administer the collection of border revenue, regulated goods and supply chain risks.

The section divided into three (3) teams with specific responsibilities in the Traveller, Cargo and Mail domains, works collaboratively with stakeholders to develop and deploy profiles in the ABF's Enterprise Targeting capability> The Cargo team is comprised of an Assistant Director as the Domain Lead, supported by a Supervisor, Senior Cargo Profilers and Cargo Profilers.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

Applications are invited from people who have experience in or an understanding of the movement of cargo and how this relates to border control functions. With a focus on innovation and progression, our ideal candidate will be technically inclined, have excellent written and oral communication skills and experience managing a small team of technical professionals. The successful candidate will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

- Lead and manage a team of technical staff including undertaking all required HR and administrative tasks.
- Develop, test, and deploy cargo profiles in the Cargo Risk Assessment (CRA) module of the Integrated Cargo System (ICS) and the Border Risk Engine (BRE) within the Threat Management System (TMS) to identify and refer cargo border risks and threats.
- Provide training and support to cargo profilers within the team on rule-authoring in CRA and BRE profiling platforms.
- Provide high quality cargo profiling advice, technical subject matter expertise and support to stakeholders to develop and implement cargo profiles.
- Collaborate with business and technical stakeholders in relation to the effective use of profiles to inform decision making and support operational outcomes.
- Provide and conduct quality assurance and reviews on profiles prior to and post deployment to ensure business and technical accuracy.
- Contribute to the business-as-usual functions and processes of the National Profiling
- Contribute subject matter expert advice and support the development and implementation of new capabilities, programs and projects within the Department/ABF as necessary.

Additional information

Mandatory

- Experience managing/supervising staff.
- Experience in gathering and documenting business and technical requirements.
- Strong attention to detail with the capacity to quickly absorb technical and complex information.
- Ability to work with a range of stakeholders across the Department, and the ABF to translate requirements into actionable business rules.
- Excellent analytical, problem solving and conceptual skills in a high tempo operational environment.
- Strong written and verbal communication skills.

Preferred

- Business knowledge of the Cargo domain.
- An understanding of the role and functions of the Border Risk Engine, the Cargo Risk Assessment module of the Integrated Cargo System and other relevant systems in the Department and the Australian Border Force (ABF).
- Understanding of legislative, policy and governance processes/procedures that relate to Cargo.
- Previous experience working in intelligence, targeting, and/or fraud detection.
- Understanding of border intelligence requirements, processes, challenges and priorities.
- Experience in operating the Border Risk Engine and Cargo Risk Assessment module of the Integrated Cargo System.
- Knowledge of one or more programming languages such as SQL.

Eligibility

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

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

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To Apply

Position Contact	Rathy Santhiran, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139892/

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Vacancy VN-0763579

Department of Home Affairs

Closing Date:Tuesday 07 October 2025

Data and Economic Analysis Centre
Economics & Analysis

Job Title	Assistant Economic Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$76,863 - $82,906
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 4
Position Number	139943
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139943/

The Economics and Analysis Branch (EAB) enables policy analysis, program development and evaluation across the Home Affairs portfolio. EAB provides portfolio analytics to inform portfolio and department-level prioritisation and strategies in support of the portfolio's agenda. EAB prioritises knowledge and skills transfer to uplift skills and portfolio capabilities in these areas.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

- Ability to provide high level support to the Chief Economist, managing multiple priorities in a dynamic environment.
- Demonstrate well developed verbal and written communication skills, including being able to tailor to any audience.
- Strong attention to detail, delivering quality outcomes, accountable for actions, producing accurate and quality work with tight timeframes.
- Proven ability to work with limited supervision, demonstrated drive, flexibility, initiative, and sound judgement.
- Ability to build and maintain positive and effective working relationships with all levels of stakeholders.

Duties

- Draft economic briefs, submissions and reports to enhance the Department's strategic agenda and understanding of economic and data trends.
- Monitor economic trends and qualitative and quantitative research, and communicate relevant information with branch colleagues.
- Organise workflow for the Chief Economist and potentially other branch Directors.
- Monitor incoming correspondence for the Chief Economist, and liaise professionally with internal and external stakeholders to ensure deadlines are met.
- Assist in branch coordination tasks and general administration, and help to establish, track and manage clearance processes.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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To Apply

Position Contact	Chris Angus, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139943/

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Vacancy VN-0763598

Department of Home Affairs

Closing Date:Sunday 19 October 2025

Critical Infra Partnership & Policy
Critical Infra Security Policy Critical Infra Strategy & Guidance

Job Title	Policy and Program Officer/s
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 139657
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139657/

About our team

The Critical Infrastructure Security Policy Branch has a focus on driving two way collaboration with industry through the Trusted Information Sharing Network, with international partners including through the Critical 5, and through various communication methods. This strong focus on collaboration and engagement ensures critical infrastructure entities have the tools, advice and intelligence they need to make their networks and entities secure. The Branch leads some elements of critical infrastructure policy issues on behalf of the Group, including driving wide ranging reforms to the Security of Critical Infrastructure Act 2018 and delivering the Critical Infrastructure Resilience Strategy. We are very focussed on partnerships with industry and we work hand in hand with the owners of Australia's critical infrastructure to ensure resilience.

Positions may be across one of our five Sections:

- The **Critical Infrastructure Strategic Policy Section** leads policy reform and the implementation and administration of the Security of Critical Infrastructure Act 2018 (SOCI Act). It leads critical infrastructure policy issues on behalf of the Cyber and Infrastructure

Security Centre and assists stakeholders to implement their obligations under the SOCI Act, including the development and maintenance of guidance material.
- The **Independent Review into the Security of Critical Infrastructure Act 2018 Section** will be managing the engagement of an Independent Reviewer to examine the operation, effectiveness and implications of the SOCI Act and establishing and managing a secretariate to support the reviewer.
- The **Critical Infrastructure Strategy and Guidance Section** is responsible for strategic engagement with expert advisory groups for forums, provides policy guidance for industry on the Security of Critical Infrastructure Act 2018, and manages some tools and programs related to critical infrastructure.
- The **Communication and Coordination Section** designs and delivers communication material to support critical infrastructure owners and operators effectively manage risk to their systems, assets, and operations. The section is also responsible for engagement with international partners on critical infrastructure policy, including through the Critical 5.
- The **Trusted Information Sharing Section** engages with industry and manages the platform to support government-industry collaboration, through the Trusted Information Sharing Network (TISN) which is the Australian Government's primary industry engagement mechanism to enhance the security and resilience of critical infrastructure.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

- Ability to quickly acquire knowledge of the Security of Critical Infrastructure Act 2018.
- Ability to develop and deliver complex policy advice. Or the ability to develop, manage and deliver programs of work and projects including assisting with the identification of its requirements, scope and objectives.
- Experience in managing stakeholder engagement and stakeholder networks.
- Well-developed written and verbal communication skills.
- Ability to respond to evolving national security challenges in a changing environment.

Duties

Duties and responsibilities

The duties and responsibilities of a position will be dependent on the section that successful applicants are placed into, but broadly the duties and responsibilities of an APS 6 in the Branch include:

- Support engagement with industry partners, building and maintaining strong relationships.
- Manage the delivery of programs, projects and other activities relevant to policy priorities.
- Manage engagement functions such as secretariat duties, the management of stakeholder forums and stakeholder communications.

- Contribute to the development of policy to reform the SOCI Act, which may include developing legislative amendments, drafting new rules and providing advice on how the SOCI Act should be applied in practice - predominately in the Strategic Guidance and Strategic Policy sections.
- Proactively engage with client facing areas at a local level and support them by providing advice and guidance.

Additional information

Desirable but not essential - legal background/qualifications are desirable for roles offered in the Strategic Guidance and Strategic Policy sections.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Luke Davoren, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139657/

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Vacancy VN-0763635

Department of Home Affairs

Closing Date:Wednesday 15 October 2025

Data & Economic Analysis Centre
Economics & Analysis Economics & Analysis

Job Title	Director - Economics & Analysis
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	140060
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140060/

DS Executive | Data & Economic Analysis Centre | Economics & Analysis

We are a small team of economic specialists working across the Department to provide evidence based economic analysis, forecasting and modelling in support of organisational priorities. The topics we cover are broad and unique such as immigration, skills, international students, national security, cyber, and social cohesion, macro and international economics, and goods and trade.

Our ideal candidate

- Demonstrated leadership, knowledge and experience working on applied economic analysis including forecasting, research and modelling
- Proficient in using quantitative and qualitative methods, economic modelling, and data interpretation to support evidence-based decision-making
- Strong track record of delivering high-impact economic advice that shapes public policy outcomes
- Proven experience leading multidisciplinary teams, mentoring junior economists, and influencing senior stakeholders across government and externally
- Exceptional ability to communicate complex economic concepts clearly to non-technical audiences, including ministers, executives, and the public.

Duties

- Provide evidence based economic analysis, forecasting and modelling in support of organisational priorities
- Advise the Portfolio Ministers and Executive on the economic implications of policy and programs
- Successfully manage competing and complex priorities in a function that is in high demand
- Represent the Department in appropriate external forums and maintain networks with other Government stakeholders
- Motivate and manage team performance, and addressing potential barriers to success.

Additional information

Required qualifications

- Qualifications in economics, statistics or other relevant disciplines will be considered.

Desirable skills

- Proficiency in analytical programming languages (python, R and/or SQL) is highly desirable.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 2 (AGSVA) security clearance, and:

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Pippa Gray, 0400 846 874
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140060/

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Vacancy VN-0763489

Department of the House of Representatives

Closing Date:Tuesday 14 October 2025

Clerk's Office Payroll and Reporting

Job Title	Executive Assistant to The Clerk
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$93,685 - $99,132
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite at the Parliament House in Canberra
Classification	APS Level 5
Position Number	1500
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

This is an ongoing opportunity within the Clerk's Office. The Clerk’s Office supports the Clerk and Deputy Clerk of the House of Representatives, who are the two most senior officials of the department. The Clerk’s Office coordinates a range of departmental activities and processes and provides high level support to the Clerk, Deputy Clerk, and the departmental Executive as a group, in their respective management and chamber support roles.

About the role

The occupant of this role will provide high level administrative support to the Clerk and Deputy Clerk in their respective management and chamber support roles, and will work with the department's Executive to coordinate administrative support to the broader department.

This role facilitates effective and efficient processes in the Clerk's Office and coordination of queries and requests to or through the office.

Duties

The Executive Assistant will:

1. Provide comprehensive executive and administrative support to the Clerk and Deputy Clerk of the House, including:

- coordinating responses to queries and requests to the Clerk or the Deputy Clerk;
- liaising with all work areas of the department;
- undertaking initial drafts of routine briefing material and correspondence;
- managing the smooth workflow of administrative processes; and
- undertaking clerical and related tasks.

2. Provide administrative support to the Clerk and Deputy Clerk of the House in procedural matters, including:

- processing of bills, amendments and procedural motions, with the guidance of the Director Executive Support;
- processing 'Matters of Public Importance' topics and arranging transmittal to the Speaker of the House; and
- in cooperation with other work areas, ensuring bills and associated material are presented to the Clerk of the House for signature.

3. Support a range of activities that take place under the auspices of the Clerk's Office, including:

- preparing a draft roster for Clerks-at-the-Table in the House and Federation Chamber and managing alterations;
- providing administrative support for seminars and other programs for Members and their staff; and
- coordinating the publication of House Update for Members.

4. Assist the Registrar of Members' Interests with maintaining the Register of Members' Interests, the Register of Members' Qualifications and the Members' Training Program Register.

Eligibility

Selection Criteria

The successful candidate will demonstrate:

1. ability to provide high level administrative support services

2. proven personal qualities of tact, discretion and judgment

3. proven ability to effectively coordinate and prioritise tasks as an agent for a senior manager

4. good oral and written communication skills and the ability to work with minimal direction and harmoniously with staff at all levels

5. broad understanding of the functions and work of the Parliament, or the ability to acquire such knowledge quickly

6. proven established administrative skills and the ability to use a wide range of ICT applications.

Notes

The employee assigned these duties will be required to work extended hours related to the sitting of the House and may be required to rotate to other areas of the department.

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

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

About the Department of the House of Representatives

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

To Apply

Position Contact	Jason Sherd, 02 6277 4333
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0763625

Department of the House of Representatives

Closing Date:Thursday 16 October 2025

Procedure Office Chamber Research

Job Title	Director, Chamber Research
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$162,779 - $172,477
Future Merit Locations	Capital Hill
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	Executive Level 2
Position Number	4800
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

The role is situated within Procedural Development Section of the Procedure Office. The Procedure Office provides procedural research, publications and services explaining the work of the House and its institutional role. Situated within the office, the Chamber Research Section maintains statistical records about the work of the House, provides procedural research support to internal and external stakeholders and manages certain research collections. It also provides secretariat support for the House Standing Committee on Procedure.

About the role

The Director, Chamber Research leads and manages a small team within the Procedure Office, including overseeing the maintenance of statistical records, production of routine publications

about the sittings of the House, provision of research support, and secretariat support to the Standing Committee on Procedure. They provide advice to Members and others on procedural matters, including while undertaking clerking duties. Together with the Director, Procedural Development, the occupant of this role also provides operational leadership and strategic direction to the Procedure Office.

Duties

The Director, Chamber Research will:

1. Lead and manage the work of the Chamber Research Office.
2. Be the Secretary to the Standing Committee on Procedure.
3. Provide advice to Members and others on parliamentary procedural matters.
4. Undertake Clerk-at-the-Table and Deputy Clerk-at-the-Table duties in the Chamber and the Federation Chamber, when requested.
5. Represent the department in relevant forums and liaise with stakeholders.

Eligibility

Selection criteria

The successful candidate will demonstrate:

1. proven leadership and managerial ability
2. high-level liaison, interpersonal and written communication skills
3. high-level research and analytical skills
4. proven knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly

Eligibility

Relevant tertiary qualifications or proven relevant skills gained through experience.

Notes

NOTE: *The employee assigned these duties may be required to rotate to other areas of the department.*

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

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

About the Department of the House of Representatives

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

To Apply

Position Contact	Fleur Hall, 02 627744396
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0763597

Department of the Senate

Closing Date:Sunday 19 October 2025

Committee Office

Job Title	Administrative Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$76,921 - $83,098
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the departments enterprise agreement
Classification	APS Level 3
Position Number	703
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90

The Department of the Senate is seeking motivated individuals to join our Committee Office as Administrative Officers. This is an opportunity to do valuable work in a team and organisation where you will be encouraged and supported to develop your skills, knowledge and career. If you are organised, conscientious, and interested in a career in the parliamentary service or public sector administration, please consider the position description below and submit your interest.

Administrative Officers work as part of a small team, known as a Committee secretariat, to provide support to Senate committees. Senate committees conduct inquiries to examine matters in detail, gathering information from a range of sources including receiving submissions, holding hearings and conducting visits around Australia, before reporting back to the Senate. Secretariats do research, plan and support hearings, receive submissions, draft reports and provide procedural advice to committees.

Administrative Officers play a key role in supporting their Committee secretariat to function effectively and smoothly. The Administrative Officer is the main point of contact for the committee secretariat and manages the collation, recording and dissemination of general information and inquiries to the committee. Administrative Officers manage their own day to day workload, considering and adapting to decisions made by the committee and the Committee Secretary.

Duties

As an Administrative Officer, you will:

- provide information to senators and their staff, parliamentary officials and members of the general public regarding committee inquiries
- process submissions and other correspondence and keep registers of relevant committee information
- undertake supporting arrangements for committee meetings and hearings including arranging venues, travel and accommodation; and
- prepare finalised committee reports for both online and hard copy publication and tabling (formal presentation) in the Senate.

As a new employee you will be provided with training and support to assist your transition to the department. The department also offers an extensive learning and development program which supports continuing skill and knowledge enhancement, career progression and professional growth.

This opportunity is located at Australian Parliament House, Canberra (APH). APH is accessible by a bus route that travels around all sides of APH. Employees can also access secure bike stands and onsite accessible parking.

Further information about the duties and responsibilities of the Administrative Officer can be found in the job description. Please contact the Human Resource Management section on 6277 5924 or by email at HRM.Sen@aph.gov.au if you have any questions.

Eligibility

To apply, provide a one-page pitch detailing your suitability to perform the duties of the position with reference to the selection criteria, along with a copy of your CV/résumé.

Notes

The Department of the Senate is committed to being an inclusive employer. We aim to provide a supportive, flexible, and fair workplace that recognises the diversity within the Australian community, where all employees feel respected, valued and supported to best contribute to our work. We encourage applications from First Nations' people, people with disabilities, neurodivergent people, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQA+, mature aged employees and people with caring responsibilities.

We can provide support and adjustments to assist candidates to participate equitably in the recruitment process, such as assistance with access, alternative format for completing an application, or additional time for a skills assessment or interview. If you have any questions, or require support or adjustments, please contact HR on 6277 5924 or by email at HRM.Sen@aph.gov.au.

Further information about support and adjustments, including the availability of flexible working arrangements, we can offer to facilitate equitable participation in the workplace will be provided to successful candidates on commencement.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate's records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0763586

Department of the Treasury

Closing Date:Thursday 16 October 2025

Digital Policy and Corporations Division
Data Standards Body

Job Title	EL1 Solution Architect, Data Standards Body
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$132,786 - $152,319
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	28-2025
Agency Website	www.treasury.gov.au

Job Description

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

This is an exciting opportunity to work in the Data Standards Body (DSB) and across government to deliver high quality regulatory standards.

As a solution architect, you will have a hands-on role working with product and policy managers in drafting and co-designing changes to the Data Standards, in accordance with policy priorities and industry needs. You will work with a range of government and industry stakeholders to support the Data Standards Chair to deliver on policy objectives which the Data Standards support, contributing directly to the stewardship and governance of standards that support Australia’s Digital ID system and CDR. This includes assessing and prioritising changes to the Data Standards to ensure they remain in line with policy, market and security requirements.

Solution architects will therefore be required to have, or the ability to quickly develop a strong technical understanding of the role and function of data, APIs, infrastructure and integration, security and/or identity access management standards, and the management of proposed changes.

Duties

- Lead architecture and solution design to critically evaluate standards issues and changes, including one or more of:
  - API design that facilitates the efficient, safe and secure transfer of data.
  - Identity federation architecture, Open ID Connect, SAML, trust frameworks.

    - Identity proofing, attribute verification, digital credentials and wallets, and life cycle management (SCIM, token lifecycle, etc.).
    - Cyber security protocols (OAuth2, OIDC, JWT, TLS, mTLS), biometrics and authentication technologies, including cryptographic key management.
    - Data portability initiatives such as open banking, open finance and open energy and respective schema design.
    - Integration, particularly but not limited to with government registries.
    - Scalability, performance and availability.
- Translate complex business, user and operational requirements into practical and secure technical solution designs fit for a regulatory environment, and which balance long-term sustainability with delivery constraints.
- Identify opportunities for improvement to current CDR and Digital ID Data Standards and align with relevant international standards to ensure interoperable and best practice standards.
- Assist with the development and documentation of current system processes and future improvements.
- Ensure all solution designs align with enterprise architecture principles, patterns and standards, comply with overarching legal and policy positions and norms for standards or requirements literacy.
- Guide engineering and delivery teams to implement solutions in line with approved architectures, offering direction on technical decisions, integration approaches and issue resolution.
- Input to consultation and delivery processes for the making of the Data Standards instruments in accordance with set timeframes and processes.
- Work collaboratively across the DSB, other agencies, and stakeholders with limited direction against established priorities and practices to deliver quality outcomes and relationships.
- Confidently lead inter-agency discussions with engineers, architects, and policy teams through problem exploration and solution design.

Desirable Qualifications / Experience:

- The ability to quickly understand the policy and data standards landscape for Digital ID and/or the Consumer Data Right.
- The ability to engage collaboratively to develop technical requirements or standards and develop change impact assessments which balance competing views and align to government policy objectives (requiring business, systems, policy or other relevant fields of analysis).
- Strong written and oral communication skills, including the ability to lead technical analysis and discussion across a broad range of stakeholders including through public consultation.
- Experience in maintaining requirements libraries and reference architectures or models.
- Qualifications in IT, engineering, cyber security, data or information management or another relevant field are desirable. Professional qualifications or knowledge are also desirable across one or more of:
    - Architecture and design (e.g. TOGAF).
    - Cloud platforms.
    - Data and security standards (e.g. ISO/IEC 27001, CISSP, CDMP).
    - API and data exchange (e.g. JSON Scheme / OpenAPI specification).
    - Identity and trust services (e.g. FIDO, OIDC/OAuth2, SAML federation, CIAM, etc).

Eligibility

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Karina Stathoulis, 0402 697 695
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0763476

Director of Public Prosecutions

Closing Date:Wednesday 15 October 2025

Enabling Services
Governance, Planning and Communication

Job Title	Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$116,497 - $127,140
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	25_55
Agency Website	

Job Description

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

Are you a results-driven Project Manager with a proven track record of sucessfully delivering complex projects?

The Office of the Director of Public Prosecutions (Cth) (CDPP) is seeking an experienced Project Manager who is driven by success and is known for their ability to build and maintain strong relationships with various stakeholders. This role is responsible for the planning and delivery of projects that support the strategic objectives of the CDPP.

You will be a member of the Project Management Office (PMO) within the Governance, Planning and Communication Branch, but in parallel, works closely with key stakeholders—including business owners, technical teams, and service users—to support the successful delivery of projects.

This role requires leadership, stakeholder engagement, and the ability to manage competing priorities to deliver outcomes. Operating with a high degree of autonomy, the Project Manager will guide project teams and apply governance and risk management capabilities.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1, primary outcomes and accountabilities will/may involve:

- Lead the planning, coordination, and delivery of projects in alignment with the CDPPs project management framework and standards;
- Develop and maintain project documentation, including business cases, plans, risk registers, and reports;
- Deliver project activities and coordinate resources to achieve objectives and benefits;
- Build and sustain effective relationships with stakeholders, including executives, end users, and external vendors through engagement, influencing and negotiation;
- Provide timely, strategic advice and reporting to senior leaders in relation to project direction, risks, issues, governance, and resource management;
- Develop team capability and foster a high-performing, inclusive workplace culture;
- Drive continuous improvement of project management capability in the PMO and across the broader CDPP; and
- Undertake project-related administrative tasks and actives.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline security clearance** is required.
- **Australian Citizenship**.

Notes

Required Qualifications:

- Relevant qualifications in project management, change management or related fields (e.g. PRINCE2, MSP, Agile, Prosci, P3O, PMBOK).

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

**Please refer to the Candidate Information Pack for more details.*

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

About the Director of Public Prosecutions

To Apply

Position Contact	Mikaela Giri, 02 6206 5635
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0763494

Director of Public Prosecutions

Closing Date:Wednesday 15 October 2025

Enabling Services

Job Title	Project Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$116,497 - $127,140
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	25_58
Agency Website	

Job Description

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

Are you ready to take the next step in your career and play a pivotal role in delivering projects that make a real difference to Australians?

The Office of the Director of Pubilc Prosecutions (Cth) (CDPP) are seeking a highly motivated and capable Project Management Office Officer to join the PMO team at the Executive Level 1. This is an exciting opportunity for a driven professional to contribute to complex, high-profile initiatives that shape outcomes across the CDPP and beyond.

In this role, you will:

- Operate at the strategic level, providing insight, direction and leadership that supports successful project delivery;
- Partner with diverse stakeholders across the agency, government, and external providers to ensure outcomes are achieved;
- Influence, negotiate and foster collaboration to support innovation and improvement; and
- Apply your critical thinking and problem-solving skills to navigate complexity and drive results.

This position offers the chance to work in a fast-paced, dynamic environment where your expertise will be valued, and your impact will be visible.

Duties

- Shape and contribute to the development and maintenance of the project management framework, process and tools that enable effective project delivery and oversight;
- Provide strategic support to project managers and team members, ensuring alignment with the CDPP’s objectives and whole of government priorities;
- Lead the coordination of program-level reporting and resource management to inform evidence-based decision making and drive project success;
- Build the understanding of and ensure compliance with the project management framework, and other relevant government or CDPP policies, including governance, risk, and procurement requirements;
- Monitor project performance, provide quality assurance of projects, and escalate risks and issues proactively to support successful delivery;
- Represent the PMO with credibility and professionalism in meetings, and build and maintain effective relationships with internal partners and stakeholders; and
- Provide high quality secretariat support for the Project Board, including agendas agenda preparation, coordination of papers, maintaining records of decisions and actions and oversight of governance processes.

Eligibility

- The ability to obtain and maintain AGSVA Baseline security clearance is required.
- Australian Citizenship.

Notes

Qualifications and Experience:

- Relevant qualifications and/or previous experience in project management, change management or related fields will be highly regarded (e.g. PRINCE2, MSP, Agile, Prosci, P3O, PMBOK).

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Mikaela Giri, 02 6206 5635
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0763355

Federal Circuit and Family Court of Australia

Closing Date:Monday 20 October 2025

Federal Circuit and Family Court of Australia (Division 1 and Division 2)
Family Law Registrars (Legal)

Job Title	Senior Judicial Registrar
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Dandenong VIC, Dubbo NSW, Melbourne VIC, Newcastle NSW, Parramatta NSW, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Expected on site, however flexible working arrangements may be negotiated in appropriate circumstances in line with operational requirements
Classification	Executive Level 2
Position Number	TBC
Agency Website	https://www.fcfcoa.gov.au/

Job Description *https://www.robertwalters.com.au/legal/jobs/publicsector/1852765-senior-judicial-registrar---family-law.html*

Salary: A very competitive renumeration package commensurate with experience will be negotiated for successful candidates, which will include a base salary, plus superannuation of 15.4% of base salary, and generous leave.

The Federal Circuit and Family Court of Australia (the Courts) invites applications for Senior Judicial Registrars in Family Law. These roles are an exciting opportunity to make a very real difference in people's lives in a modern and innovative Court environment that shapes the family law system around it. Successful candidates will be involved in influencing family law jurisprudence and to be involved in family law case management reforms on a national scale. This is a career-defining opportunity to gain invaluable experience as a judicial decision maker and provides a genuine pathway towards higher judicial advancement within the Courts.

Positions span across multiple locations nationwide, including Adelaide, Albury, Brisbane, Dandenong, Dubbo, Melbourne, Newcastle, Parramatta and Sydney.

Duties

What you'll do:

- Preside over complex interlocutory matters and conduct various forms of high level and complex dispute resolution in both financial and parenting matters, ensuring access to justice and that disputes are resolved in a just, timely and safe manner.
- Exercising high level and complex case management across the Courts nationally, in support of, and in collaboration with, Judges to make the Courts' processes as efficient as possible and to enhance the ability of the Courts to respond to family violence and other risks to vulnerable parties and children.
- Implement and influence ongoing fundamental reforms in family law case management practices and key initiatives, enhancing culturally responsive support and access to First Nations Peoples.
- Provide authoritative guidance on intricate legal issues arising in family law matters, drawing upon extensive technical knowledge to support sound judicial outcomes.
- Promote a culture of excellence and leadership to support the Courts' strategic aims, including engaging collaboratively with Judges, other Registrars, legal practitioners and Court staff.
- Provide professional leadership to other Registrars, including assisting to promote the professional development, mentoring and training of Judicial Registrars and Deputy Registrars.
- Assisting the Courts with national operational matters in support of the Chief Justice and the CEO and Principal Registrar as may be required.
- Represent the Courts with professionalism engaging with relevant internal, community, government and professional stakeholders, including at external forums and / or public events as required.

Eligibility

What you bring:

- A minimum of 7 years' post admission experience.
- Extensive experience and knowledge in the family law jurisdiction and civil litigation in superior Courts of Australia (and related areas of law) with a thorough understanding of litigation processes and strategies, including key steps in the high-level case management of matters.
- Demonstrated experience in, or the ability to, conduct complex mediation or other dispute resolution processes.
- Highly developed communication, interpersonal and liaison skills, including the ability to represent the Courts at a senior level, to influence behaviour and attitudes at all levels, and to build and sustain positive relationships with a network of key stakeholders internally and externally.
- Proven ability to lead and manage staff and work autonomously with the necessary authority and accountability in a senior managerial role.
- Demonstrated ability to manage multiple responsibilities effectively, prioritise matters appropriately, and exercise sound judgement in decision making in a high-pressure environment.

- Demonstrated ability to identify and implement improved and innovative case management initiatives, and to participate in the development and implementation of national policies and procedures.
- A genuine passion for improving access to justice outcomes for families navigating complex legal challenges.

Notes

What sets this organisation apart:

The Federal Circuit and Family Court of Australia comprises of Division 1 (which is a continuation of the Family Court of Australia) and Division 2 (which is a continuation of the Federal Circuit Court of Australia). The Federal Circuit and Family Court of Australia is the biggest court in the federal judicial system, having broad jurisdiction across areas including family law, migration, bankruptcy, fair work, administrative law, intellectual property and consumer law. Sitting in all capital cities, the Courts comprise of over 100 Judges across both Divisions, together with hundreds of legal, social science and related support staff.

Since inception, the Courts have introduced a suite of initiatives and innovations focused on enhanced responses to family violence and other risks to vulnerable parties and children, enhanced cultural responsiveness, efficiency, accessibility and modernised processes, to respond to the needs of communities and individuals across Australia.

The Courts are committed to encouraging the development of legal careers within the Courts regardless of at what level new staff enter the Courts. The Courts have an extraordinary track record of judicial appointments being made from within the rank of Registrars, with this recruitment being to primarily fill positions vacated by recent judicial appointments to the Federal Circuit and Family Court of Australia (Division 2) in multiple locations nationally.

What's next:

If you aspire to elevate your career in family law whilst making a substantive difference for Australian families, this exciting opportunity awaits your application.

Apply today by clicking on the link provided; we look forward to receiving your application soon.

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

About the Federal Circuit and Family Court of Australia

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

To Apply

Position Contact	Catherine Bull, (03) 8638 9603
Agency Recruitment Site	https://www.robertwalters.com.au/legal/jobs/publicsector/1852765-senior-

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Vacancy VN-0763368

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Judicial Support

Job Title	Deputy Associate (Legal) - FCFCOA - Division 2
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0818-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=32A31352-D977-2B38-47D8-E436D612F022

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
- Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
- Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
- Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
- Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
- Assist with the general operation of chambers; and
- Other duties, as required.

Eligibility

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record.

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Contact Officer

For more information, please Emma Crutchfield Judicial Services Team Leader via telephone (07) 3052 4159 or email Emma.Crutchfield@fedcourt.gov.au

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

RecruitAbility

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

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About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares

jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Emma Crutchfield, (07) 3052 4159
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=32A31352-D977-2B38-47D8-E436D612F

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Vacancy VN-0763549

Federal Circuit and Family Court of Australia

Closing Date:Thursday 16 October 2025

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Judicial Support

Job Title	Judicial Associate to Justice Harper
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	(Hybrid) - Candidate may be required to work onsite 2 day a week.
Classification	APS Level 5
Position Number	0846-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=55DD1566-F8EB-A37B-F26F-E438378405AD

Position Overview

The position of judicial associate is responsible for providing a high level of administrative support to a judicial officer.

Travel on circuit and judicial relief locations, both intra and interstate may be required.

The purpose of this position is to ensure:

- that the judicial officer is able to conduct the business of the Court in a professional and efficient manner
- the timely completion of all tasks associated with court hearings, and
- to actively participate as a member of the judicial support team.

Duties

Major Activities

This role requires an individual who works well in a team environment. The position involves a number of competing priorities and therefore requires good organisational skills to meet these demands.

The position of Judicial Associate has regular and substantial contact with members of the judiciary, court staff, legal practitioners, clients and external agencies including:

- liaison with client service / case coordination staff in respect to court files
- liaison with legal practitioners and clients in respect of orders and judgments and the listing of matters before the judicial officer
- liaison with external agencies including Legal Aid and the Australian Federal Police, and
- liaison with the Team Leader Judicial Support in respect to the judicial court calendar, leave and travel approvals, and other judicial entitlements.

The major responsibilities of the Judicial Associate include:

- attending court with the judicial officer, including circuit sittings, to provide administrative support to the judicial officer during all trials, pre-trials and duty lists
- managing court files prior to and at the completion of trials to ensure that the files are maintained and up to date
- providing a high level of administrative support to the judicial officer to ensure the prompt distribution of orders and judgments
- entering data accurately into the Court’s case management and other information systems to reflect the workload of the judicial officer
- making travel arrangements (flight bookings, accommodation reservations and car bookings) associated with circuit and relief sittings, and attendance at meetings and conferences
- updating the judicial officer’s loose-leaf filing system to ensure that he/she has access to the most recent legislation and reference material
- undertaking personal work as required by the judicial officer, and
- providing assistance, if required, at conferences, functions and/or meetings to ensure that the respective event is conducted in a professional manner.

Eligibility

Selection Criteria

1. Knowledge of or ability to acquire knowledge of, Family Court functions, organisation, practices, procedures and terminology.
2. Demonstrated ability to undertake research, prepare reports and correspondence.
3. Demonstrated ability to operate computer-based equipment and associated software packages such as word processing, e-mail and spreadsheet applications. Possess proficient keyboard skills.
4. Demonstrated sound organisational skills, initiative, the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
5. Well-developed personal skills, including tact, discretion and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.

Contact Officer

For more information, please contact Sally Becher Judicial Service Team Leader via email Sally.Becher@fcfcoa.gov.au or (02) 8623 4456

How to Apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

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

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To Apply

Position Contact	Sally Becher, (02) 8623 4456
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=55DD1566-F8EB-A37B-F26F-E43837840

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Vacancy VN-0763616

Future Fund Management Agency

Closing Date:Tuesday 14 October 2025

Job Title	Senior Analyst, Performance & Analytics
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Three days in office (must include Tuesdays and Wednesdays), and two days work from home
Classification	APS Level 5
Position Number	JR100249
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

Join the Future Fund as a Senior Analyst in our Performance & Analytics (P&A) team. This is a unique chance to work at the forefront of investment performance measurement, reporting, and analytics across all funds managed by the Agency. You'll collaborate with global thought leaders, contribute to our strategic plan, and help drive innovation through advanced automation and AI-enabled processes. This role is designed for an experienced analyst with a thorough knowledge of the investment market who is ready to take on increasing leadership responsibilities and shape the future of investment analytics in a purpose driven organisation.

Duties

- Deliver accurate and insightful performance reporting and attribution across asset classes, ensuring alignment with calculation methodologies and governance standards.
- Undertake complex ad-hoc and decision-based analysis, developing narratives that highlight performance drivers for stakeholders.
- Apply advanced systems, coding, and data interrogation skills (Pearl, Factset, Power BI, Python, SQL) to uplift analytics delivery.
- Maintain awareness of external changes impacting the team, implement necessary adjustments, and communicate key changes to the broader P&A team.
- Establish and maintain high-quality documentation to ensure audit readiness and strengthen controls to strengthen data quality and mitigate operational risk
- Act as a key contact for investment stakeholders, contribute to forums and manage outsourced service providers to mature the outsourcing model.
- Partner with the Investment Data Management (IDM) team to align data inputs and support adoption of AI-enabled processes, including anomaly detection, automated reconciliation, and scenario analysis.
- Provide day-to-day guidance to team members, support workload coordination, and contribute to the team's strategic direction.

- Progressively step into greater accountability, including prioritising requests, reviewing outputs for quality, and mentoring other team members.

Eligibility

- You have a tertiary qualification in finance, economics, mathematics, business, technology, or quantitative disciplines; a postgraduate or professional qualification (CIPM, CFA Charter) will be highly regarded.
- You bring extensive experience in investment performance measurement and attribution across multiple asset classes (listed, credit, alternatives, overlays, unlisted investments).
- A proven ability to manage complex reporting cycles and ad-hoc analysis with accuracy and timeliness.
- A strong track record in stakeholder engagement, with exposure to presenting and influencing investment teams and/or service providers.
- Experience in coding, automation, or dashboard development will be highly regarded
- You demonstrate initiative and ownership by independently driving high-quality, accurate outcomes.
- You are open to feedback and actively seeks diverse perspectives as well as opportunities to learn. You build meaningful connections by listening empathetically and actively fostering stakeholder relationships.
- You apply strong analytical thinking through gathering diverse information, evaluating risks and anticipating issues.

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

Notes

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of seven public asset funds: the Future Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	Grace Foley, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

Vacancy VN-0763500

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 12 October 2025

Marine Park Operations Environmental Assessment and Protection

Job Title	Systems Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$69,027 - $75,650
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area.
Classification	APS Level 3
Position Number	066
Agency Website	

Job Description

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

We are seeking a public service business administration professional to support the Great Barrier Reef Marine Park Authority's activities in protecting the marine park. The position contributes to the protection of the Great Barrier Reef Marine Park through the implementation and administration of policy, procedures and systems which support the legislative requirements of the Great Barrier Reef Marine Park Zoning Plan 2003 and associated legislation.

Duties

1. Provide routine and straightforward client service, investigate and resolve queries and liaise effectively with internal and external stakeholders.
2. Contribute to the management and ongoing development of systems, processes and procedures that support the transparent, accountable and efficient application of the Reef Authority's permission system.
3. Work collaboratively to contribute to strategic projects as required.
4. Under supervision, interpret and apply relevant Commonwealth and state legislation, policy and procedures to validate and process applications for Marine Park permissions.
5. Demonstrate personal initiative and problem solving skills in a team environment; commitment to teamwork and flexibility in supporting others to achieve outcomes.

Eligibility

Applicants **must**:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

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

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Eliza Sen Gupta, 07 4750 0757
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0763582

Great Barrier Reef Marine Park Authority

Closing Date:Monday 27 October 2025

Strategic Policy and Partnerships Strategic Governance

Job Title	Manager – Secretariat and Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$94,563 - $106,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area.
Classification	APS Level 6
Position Number	405
Agency Website	

Job Description

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

We are seeking a highly skilled business and governance professional to join our Strategic Governance section. The section provides quality governance advice that informs strategic direction, enhances decision making, and guides organisational integrity.

The Manager – Secretariat and Governance ensures best practice governance, project management, and high-level administration is applied to our key governance body, the Marine Park Authority Board (the Board), and the role provides governance advice and strategic support for the two committees that report to the Board.

The position provides dedicated high-level executive assistant support to the Reef Authority's Board Chairperson and Board members, and supports other committees and activities administered by the Strategic Governance section. The position also contributes to the section's activities, which includes corporate planning.

Duties

1. Apply best practice secretariat management (including agenda and document management, minute taking, papers, and other meeting logistics), governance, and project support to our key governance body, the Board, and provide governance advice and support to the two reef advisory committees, that report to the Board.

2. Confidently write, edit, and proofread a large volume of complex materials for compliance and clarity, often to a tight deadline. Provide timely and considered advice to senior managers on content and governance.
3. Strategically manage the governance structure by developing well-considered forward plans, calendars, agendas, reports, and correspondence using a workflow management system.
4. Provide leadership, direction and support to staff, including personal and professional development guidance. Support the section with high-level project management across budget and contract management, strategically manage governance functions end-to-end, and demonstrate strategic thinking in undertaking tasks.
5. Implement business improvement projects, maintain positive working relationships, and provide high level executive assistant support to the Board Chairperson and Board members. This includes onboarding new members as required.
6. Provide support to the Strategic Governance leadership team with corporate planning activities, and other functions as required.
7. Work in harmony with the Strategic Governance team, Board, the Executive, and other Reef Authority staff; participate in Agile ways of working and flexible working more generally; and contribute to other section projects and functions including other committees.

Eligibility

Applicants **must**:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Essential requirements

- Demonstrated business, governance, or project management experience.
- Highly developed writing, editing, proofreading, and project management skills.
- Qualifications in business and/or public administration or equivalent relevant experience.
- Attention to detail and the ability to complete work activities to a high standard.

Desirable qualifications or equivalent experience

- The ability to travel, sometimes for multiple nights at a time.

Notes

Applicants must read all the information in the position description.

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Lisa Pennisi, 0439 754 201
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0763599

High Court of Australia

Closing Date:Wednesday 15 October 2025

Corporate Services Information and Communication Technology (ICT)

Job Title	ICT Service Desk Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$93,824 - $106,688
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	162
Agency Website	https://www.hcourt.gov.au

The Role - ICT Service Desk Officer

The Information and Communication Technology (ICT) Service Desk Support Officer is responsible for the provision of 1st and 2nd level ICT support to High Court Justices and staff and to provide support for the Court's courtroom technology systems. To be successful in the role you will have a good understanding of service delivery through an ICT Help Desk, have sound interpersonal skills, be able to communicate effectively to understand problems and explain solutions, and be able to participate constructively as a team member.

The Court operates approximately 120 laptop and 20 desktop computers and has WAN connections to offices in Brisbane, Melbourne and Sydney.

The court uses Windows Servers (2016 and above), including File and Print, and Exchange Online. Our desktops and laptops are using Windows 11 operating system. Our SOE includes Microsoft Office 365 suite, OneDrive and Adobe Acrobat DC. Our desktops and laptops are managed through Microsoft Intune.

In addition, the Court uses several key business applications including:

1. SharePoint Online
2. Digital Lodgement System
3. CISCO platforms to manage IP-phones and videoconferencing
4. Finance One FMIS
5. TRM/RM/CM for records management
6. FTR log notes and player.

This position is based in the High Court building in Canberra, and willingness to travel interstate is a requirement of the position.

Under limited direction, the ICT Service Desk Support Officer will provide support to users of the Court's ICT systems and assist in the administration and maintenance of the Court's ICT infrastructure.

The position also involves the provision of primary support for the court’s courtroom technology systems.

Duties

· Logging and prioritizing support tickets in the Court's Service Management software

· Providing service desk support in relation to the Court's ICT systems and investigate and resolve 1st / 2nd level technical issues

· Providing support for the High Court’s audio-visual courtroom technology systems

· Supporting setup activities for the Court’s ICT assets

· Assisting with the operation and maintenance of the Court’s key ICT systems

· Assisting with the delivery of ICT training and documentation to Court staff as required, including both formal and informal sessions

· Liaising with external ICT contractors and suppliers, as directed

· Assisting with various ICT team activities as required to meet the team objectives.

Branch overview

The Corporate Services Branch provides a high standard of support and advice to the Court on Finance, Records Management, Risk and Governance, Information and Communication Technology (ICT), Security and Building Operations functions which support the operation of the Court.

The team

The ICT Team plays a critical role in supporting the Court’s operations. Recent initiatives include migration to Exchange Online, consolidation of server infrastructure, modernisation of the networking environment and upgrades to our courtroom technology. These enhancements reflect the Court’s broader ICT strategy which is focused on modernising platforms to support efficient and reliable service delivery for our stakeholders.

The ICT Team manages the Court’s network and WAN services, modernised courtroom infrastructure, server infrastructure, end user devices, audio-visual systems and backup and recovery arrangements. The team supports key cloud-based services which includes the Court’s Digital Lodgement System and Electronic Court File. This is a challenging and rewarding environment in which to work.

Eligibility

To be eligible for employment at the Court, candidates must be Australian citizens.

Candidates offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a Negative Vetting 1 security clearance. The successful candidate will be required to submit a pre-employment medical declaration. Candidates must be willing to disclose all relevant and required information.

Successful applicants engaged by the Court will be subject to a probation period.

Selection criteria

The selection criteria reflect the knowledge, experience, core skills, and personal qualities required for the Property Projects Manager role. Your written application should specifically address each of the following criteria, providing clear examples of your experience, achievements, and the outcomes you delivered:

· Demonstrated experience in providing support in an environment with servers operating Microsoft Windows Server and Microsoft Exchange, and desktops / laptops operating Windows 11

· Demonstrated experience in providing support for the Office 365 Suite of applications

· Highly developed organisational skills, time management skills, and the ability to establish clear priorities from competing demands

· Well-developed analytical and trouble-shooting skills

· Well-developed communication skills including the ability to liaise effectively with a wide variety of stakeholders including High Court Justices, staff, contractors, and suppliers

· Demonstrated understanding of Endpoint Management tools, such as Intune.

· Sound knowledge of networking concepts including TCP/IP, DNS, Active Directory, and messaging platforms

Qualifications and experience

Highly Desirable - Relevant industry certifications (i.e Microsoft, ITIL); Tertiary qualifications in information technology or equivalent field

Desirable - Experience with audio-visual systems

What we need from you

Applications must be addressed to the contact officer, **Mohammed Akbar** and forwarded to the **HR Officer** by the closing date.

A **Vacancy Information Kit** for the position is available at Employment opportunities | High Court of Australia

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

· an application cover sheet

· your current résumé

· a maximum 750 words pitch against the selection criteria, including relevant examples

· the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the **HR Officer** or telephone (02) 6270 6952.

Applications close **Wednesday, 15 October 2025, 1159pm AEDT**.

Please note that late applications will not be accepted.

Notes

About the High Court of Australia

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

The seat of the Court is in Canberra, where it is located in its own building within the National Triangle. The Court also has locations in Brisbane, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007.

The Court has approximately 75 full-time equivalent (FTE) employees supporting the Chief Justice and Justices, most of whom are in Canberra.

As an employee of the Court, you will:

· work in a high-performing, inclusive and collaborative work environment

· receive a generous salary and work conditions

· have access to flexible working arrangements.

About the High Court of Australia

To Apply

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

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Vacancy VN-0763333

Independent Health and Aged Care Pricing Authority

Closing Date:Sunday 12 October 2025

Independent Health Aged Care Pricing Authority
Hospital Policy and Classification Branch Classifications Section

Job Title	Executive Level 1 - Manager Classifications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW
Salary	$120,842 - $137,823
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with your manager
Classification	Executive Level 1
Position Number	25-IHACPADIV-29934
Agency Website	

Job Description

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

The Classification Manager's role is to support the Director, Classifications with regards to the delivery of IHACPA’s classification development work program and all other matters as they arise, including developing and refining the activity based funding classifications and managing procurements and contracts.

Duties

- Support the Director, Classifications with regards to the delivery of IHACPA’s classification development work program and all other matters as they arise, including developing and refining the activity based funding classifications and managing procurements and contracts.
- Develop jurisdictional, Pricing Authority, advisory committee and working group papers and correspondence within the timeframes determined by the Chief Executive Officer and the Executive Director, Hospital Policy and Classification.
- Establish and manage relationships with internal and external stakeholders.

Eligibility

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

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

- Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications.

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 25-IHACPADIV-29934 to assist when making an enquiry.

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

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

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

About the Independent Health and Aged Care Pricing Authority

The Independent Hospital Pricing Authority (IHPA) was established under the National Health Reform Act 2011 (NHR Act) (Cwlth) to improve health outcomes for all Australians. Its primary responsibility has been to enable the implementation of national activity based funding of public hospital services through the annual determination of the national efficient price and national efficient cost. These determinations play a crucial role in calculating the Commonwealth funding contribution to Australian public hospital services, and offer a benchmark for the efficient cost of providing those services as outlined in the National Health Reform Agreement. On 12 August 2022 amendments to the NHR Act came into effect changing IHPA’s name to the Independent Health and Aged Care Pricing Authority (IHACPA) and expanding its role to include the provision of costing and pricing advice on aged care to the Commonwealth Government.

To Apply

Position Contact	Renee Giannopoulos, 0423 291 264
Agency Recruitment Site	https://www.ihacpa.gov.au/careers

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Vacancy VN-0763465

National Portrait Gallery of Australia

Closing Date:Thursday 16 October 2025

Access & Learning

Job Title	Bookings and Schools Experience Coordinator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$86,305 - $92,991
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-site;
Classification	APS Level 5
Position Number	7413
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/employment/

As the Bookings and Schools Experience Coordinator, you will work collaboratively as part of the Access and Learning team. You will work with the team to deliver high quality customer service for our stakeholders, visitors, staff and supporters. The Bookings and Schools Experience Coordinator is responsible for managing, maintaining and optimising critical business systems including the Book Canberra Excursions Portal (BCE), Artifax venue management software system and the Gallery's Customer Relationship Management database – Tessitura. This position also provides administrative support for the Access and Learning section and drives best practice and sustainability by collaborating across the Gallery and with external partners to promote group visitation and educational programs. This position reports to the Manager, Commercial, Events & Tourism.

This position requires a significant on-site presence due to the operational requirements of the role. Occasional after-hours work will be required.

Duties

Specific Tasks

1. Promote services and programs offered by Gallery to a diverse range of clients including travel, coach and bus companies, teacher groups and other stakeholders.

2. Is the Gallery Administrator for Tessitura CRM databaset, the Book Canberra Excursion Portal and Artifax venue management system.

3. Contributes to the development of the group visitation and educational excursion programs and bring new products and experiences to the market.

4. Contribute to the development of strategies focused on retaining clients and increasing, attracting and engaging new audiences.

5. Providing support in administrative and business support activities for the section, identify risks and determine appropriate course of action to meet stakeholder needs.

6. Generate statistical reports for – Boards reports, Fairfax reports, Monthly school reports, ticketing and other reports as required.

7. Represent the Gallery in the broader BCE, educational tourism and Tessitura community and maintain relationships across these networks.

8. Provide high-level support to the Manager, Commercial, Events and Tourism in delivering and refining the strategic direction of the National Portrait Gallery’s commercial, tourism, and event management functions to enhance visitor experience and revenue outcomes.

Eligibility

Selection Criteria

1. Demonstrated experience in administrative support, CRM and booking systems, and broader business operations, with a proven ability to identify and implement opportunities for process improvement.

2. Demonstrates strong organisational and project management skills with the ability to prioritise and respond positively to change.

3. Communicates clearly through highly developed listening, written and verbal communication skills.

4. Builds and sustains positive relationships with team members, stakeholders and clients, is audience focused with a proven track record in great customer service.

5. Takes responsibility for managing work projects to achieve results and makes a positive impact on workplace culture.

6. Knowledge and understanding of the principles and practices of Workplace Diversity and Equity, Workplace Relations and Work Health and Safety and the ability to apply them to work practices.

Notes

Applicant information

In no more than one A4 page, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Paul McKay, 02 6102 7059
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Vacancy VN-0763511

National Portrait Gallery of Australia

Closing Date:Monday 13 October 2025

Access & Learning

Job Title	Visitor Experience Assistant
Job Type	Casual, Non-Ongoing
Location	Parkes ACT
Salary	$62,299 - $67,401
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site;
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/employment/

The role of Visitor Experience Assistant is part of our Visitor Experience team, which plays a crucial role in creating unforgettable moments, connecting visitors to the collection and acting as a meaning maker for our visitors through interpretations of art. Situated in the Access and Learning section, it is responsible for being the welcoming face that sets the tone for an enriching visit to the Gallery.

The role involves performing with warmth and professionalism and ensuring each visitor receives genuine hospitality and appreciation. It is responsible for designing and delivering guided tours through our gallery spaces, facilitating exploration of key attractions, and answering queries. In addition, the role will assist with ticket/product sales via EFTPOS and ticketing scanning for temporary exhibitions.

Our ideal candidate has excellent interpersonal, written and verbal communication skills. While prior customer service experience in a public-facing role would be advantageous, comprehensive training will be provided. Experience in delivering tours or having a passion for art and Australian history are all desirable attributes that would further enhance your candidacy.

Duties

Specific Tasks

· Welcome and Orient Visitors: Greet visitors upon their arrival and provide orientation to the facilities. Foster a positive and welcoming environment for all internal and external stakeholders.

· Administrative Functions: Maintain administrative tasks related to front-of-house operations, including point-of-sale transactions, reception duties and ensuring gallery maintenance and security procedures are followed.

· Deliver Digital Experiences: Demonstrate an introduction to self-guided school groups and host the Headhunt program, a tablet-based educational app designed for school groups; as well as facilitate the Mission to Mars program, a digital interactive experience for both school groups and corporate event participants.

· Conduct Tours: Deliver guided tours to diverse audiences, providing insights into featured artworks and engaging visitors in meaningful discussions.

· Support Public Programs: Assist in setting up and delivering public programs.

· Support for After-Hours Events: Offer assistance occasionally during internal and corporate events held outside regular operating hours, ensuring the success of these events and the satisfaction of attendees.

· Object Movement Assistance: Assist with the movement of various objects within the Gallery, including art materials, bollards, easels, chairs, stools, portable tables, and display furniture modules, as needed to support exhibitions and events.

Eligibility

Additional Note

· This position is required to stand for long periods in public areas and flexibility in working hours, including evenings, weekends, and public holidays, to accommodate the Gallery's operating schedule and event calendar.

· Availability between the Christmas and New Year period is highly desirable.

· To be eligible for this role, you **must**

o Hold Australian Citizenship,

o Satisfy a police check, and

o Hold a Working with Vulnerable People (ACT) (or the ability to obtain and maintain).

Desirable if you hold a valid First Aid certificate.

Notes

· In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

· Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Marina Neilson, 02 6102 7178
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Agriculture, Water and the Environment

Vacancy VN-0763574

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Tuesday 28 October 2025

Job Title	Scientific Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$104,942 - $118,166
Future Merit Locations	Canberra, Armidale
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	10055
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you excited to contribute to protecting human health and safety through scientific technical assessments? Are you a looking to develop your risk assessment skills with a government regulatory agency?

The APVMA’s Science and Assurance program is seeking applications for a Scientific Officer. This role conducts technical assessments as part of the post-market review of registered chemical products and their uses to ensure human safety, environment safety, efficacy, and trade risk aspects.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and further develop your human health risk assessment capabilities.

Duties

The Scientific Officer will be required to:

- Evaluate technical evidence and apply principles of risk assessment in matters related to agricultural and veterinary chemicals.
- Facilitate cooperation and partnerships with external service providers on health assessments, while working with internal and external clients and stakeholders.

- Assist in the development and implementation of strategies, operational policies, priorities, and work practices.
- Identify the appropriate scope and regulatory strategy for risk assessments to be undertaken in accordance with the legislation, APVMA principles of regulatory science quality and relevant international best practices.
- Assist in making regulatory decisions in accordance with the legislation and delegations.
- Assist in developing the technical capacity within the evaluation teams to build a greater understanding of human health risk assessments.
- Use project management and implement efficient workflow, and related practices with a focus on continuous process improvement.
- Undertake special projects related to human toxicology and/or risk assessment under the direction of the Health Director or Executive Director.

Eligibility

To be a strong contender for these roles, you will have:

Essential:

1. Tertiary qualifications in toxicology, pharmacology, physiology or any related biological sciences.
2. Well-developed analytical and problem-solving skills, with the ability to evaluate data, provide pragmatic advice and make decisions on complex information.
3. Demonstrated experience in conducting risk assessment, particularly relating to human health effects within a regulatory setting in both data rich and data poor environments.
4. Demonstrated high level communication skills, including the ability to prepare documents and reports, ability to communicate clearly and confidently with staff and service providers, and to represent the APVMA in a variety of forums.
5. Demonstrated ability in managing and establishing team priorities and outcomes, through the effective use of project management skills, showing initiative in identifying learning opportunities, and prioritising workloads to deliver high quality outcomes in a timely manner.
6. Demonstrated experience in building and sustaining relationships with key internal and external stakeholders, including promoting collaboration and information sharing.

Desirable:

- Postgraduate qualifications in a natural science field (PhD, MSc); e.g., biology, molecular sciences, pharmacology, physiology, toxicology, or a related biological science

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Effi Liden, 02 6770 2394
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0763380

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 10 October 2025

Biosecurity Plant and Science Services
Plant Systems and Strategies Market Coordination and Strategy

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3279
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Plant Systems and Strategies Branch (PSaS)** leads, supports, enables and coordinates key functions across the division to enhance risk analysis, stakeholder engagement, support a centralised model for the publication of import conditions, and to progress technical market access negotiations and capacity building with trading partners. The branch is building capacity to enhance our people, processes and systems to develop and improve capabilities and embed program and project management and change management. The branch also plays a role in supporting the development and implementation of IT systems that enable the division to better manage information, workflows and decision making on plant biosecurity and market access.

The **Market Coordination and Strategy Team** operates across the division and the broader department to provide strategic analysis and advice to facilitate Australia's export and trade priorities for plants and plant products. The team applies a portfolio perspective in aligning activities with other trade interests and contributes to the department's strategic approach to priorities with trading partners and international engagement. The team is also the primary liaison point for plant sector industry bodies on export and trade issues and contributes to the industry prioritisation processes for plants and plant products.

Duties

The Job

The Market Coordination and Strategy Team is seeking to fill vacancies to assist with developing strategies to support Australia's export and trade priorities for plant and plant products. Key duties for this position include, but are not limited to:

- organising and leading coordination of bilateral meetings with key trading partners, which may include international travel to attend the meetings
- assisting in the development of negotiation strategies for the trade of horticultural and grain products in key markets
- providing high quality policy advice and contribute to the department's strategic approach to market access and international engagement
- engaging with government, industry and international stakeholders to facilitate cooperation and achieve outcomes for plant trade and export
- business of government activities including briefing, official correspondence and the diplomatic cable network.

Please note:

- This recruitment process will **initially be used to fill two vacancies on an ongoing basis**, and the role may be able to be performed from any of the DAFF office locations.
- The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

The department supports flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will be able to demonstrate:

- Experience in coordination activities and/or stakeholder engagement.
- An interest in issues and challenges affecting Australia's agricultural, fisheries and forestry industries.
- An awareness of the global trade environment would be an advantage.
- Experience in agriculture and/or science would be an advantage.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tash Voysey, 0481 476 007
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763433

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 12 October 2025

Compliance & Enforcement
Audit & Assurance Operational Capability and Performance

Job Title	Technical Training Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Adelaide, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3198
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Audit and Assurance Branch (AAB) assesses and improves compliance through the delivery of regulatory audit and assurance activities. Responsibilities include the conduct of a range of audit and other regulatory activities to manage biosecurity, imported food, export, illegal logging and other regulatory risks. We implement a best practice approach to assurance to provide confidence about how effectively and efficiently the department's regulatory systems are managing risks. The branch supports and contributes to the broader department's compliance policy in developing and delivering a risk-based approach to regulation.

The Operational Capability and Performance Section within AAB oversees the capability of the audit workforce and ensures governance of the competency framework. The team are responsible for developing and delivering all technical training, while also coordinating external and corporate courses to meet the evolving needs of the branch.

Duties

The Job

Your duties will include, but are not limited to:

• designing, developing and delivering technical training course materials and assessments that uplift auditor capability and workforce competence, while contributing to broader departmental and branch initiatives such as regulatory capability programs and the modernisation of training tools and materials

• delivering formal face to face and virtual training and assessment, acting as either the subject matter expert and/or the facilitator

• engaging with stakeholders and working collaboratively with colleagues from across the department, including with subject matter experts, technical policy areas or external contractors/providers in order to deliver training products, specialised technical training and operational advice

• developing and using published training materials, providing updates and responding to queries in a timely and professional manner

• supporting the governance of the competency management framework which may include undertaking or reviewing competency assessments and associated documentation or providing coaching to auditors

• contributing to capability related projects with a focus on innovation and creative problem solving to develop new approaches and improve outcomes in workforce capability and performance

• maintaining knowledge of, and compliance with, legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations

• promoting and adhering to the APS Values, Employment Principles and Code of Conduct

• fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Please note that this recruitment process will initially be used to **one vacancy in the section and that the role may be able to be performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

The following are highly desirable:

• Knowledge of adult learning principles, methodologies and best practices.

• An understanding of the *Biosecurity Act 2015, Export Control Act 2020* and/or other relevant legislation and policy frameworks.

• Experience auditing in a related field such as import, export or agricultural industries.

• Experience using digital platforms to manage e-learning, qualification and administrative processes or a demonstrated ability to quickly learn new systems.

Eligibility and other requirements

The successful applicant must be prepared to travel intra and interstate as required.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Angela Heath, 0466 927 108
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763536

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 15 October 2025

People, Property and Security
Property & Security National Accommodation & Property Services ACT

Job Title	Senior Property Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	2025/3385
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People, Property and Security Division works in partnership to deliver strategic and operational workforce services that enable and enhance organisational capability. The division provides stewardship, support and services across integrity; conduct; property; fraud and corruption; security; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and health, safety and wellbeing.

The Property Services Branch forms part of the People, Property and Security Division and has responsibility for enhancing the department's business capability through the effective management of the department's property portfolio, property enabling functions, protective security, emergency management, as well as a range of corporate site services and commercial contracts nationally.

Duties

The Job

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

- supporting the department's facilities management services, ensuring safety and compliance, and optimising occupancy,
- overseeing development and delivery of preventative maintenance for the department's sites, including building services, inspections, and condition assessment reports,
- providing leadership to Property and Security Branch staff, allocate and oversee works of junior team members, provide coaching, capability development and problem solving,
- supporting the delivery of courier and mail services locally and nationally, including general contract management,
- undertaking procurements of goods and services, in alignment with Commonwealth Procurement Rules,
- engaging and collaborate with stakeholders to achieve required outcomes, support positive relationships and ensure communication of upcoming works or procedures,
- managing transition and handover of project and business-as-usual activities,
- participating in relevant governance meetings and represent the Department during working group meetings,
- providing issue resolution and communication for internal and external stakeholders and escalate issues that have a wider departmental impact on staff or business continuity.

Eligibility

What we are looking for

Knowledge and experience

Successful applicants will be able to demonstrate the following knowledge or experience:

- Experience in managing a small team to deliver Facilities or similar services.
- Knowledge of the Commonwealth Property Management Framework.
- Experience in Construction Project and Program Management.
- Experience with Legislation and industry standards relating to property, particularly the Building Codes of Australia.
- Knowledge in Facilities Management

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Jason Pohl, 0403165957
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763555

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 15 October 2025

People, Property and Security
Security, Integrity and Assurance Intelligence and Insider Threat &
Assessment Assurance

Job Title	Intelligence Analyst and Assessment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 5
Position Number	2025/3338
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Security, Integrity and Assurance branch is responsible for the delivery of the department's integrated protective security and integrity frameworks. We prevent, detect, and respond to security incidents, suspected misconduct, fraud and corruption, and develop unique insights to proactively identify and mitigate risks to the department and its operations. Responsible for the provision of independent, objective and risk-based internal audit, assurance and advisory services, we also provide independent support to the Inspector-General of Biosecurity and Inspector-General of Animal Welfare and Live Animal Exports. As a branch, we work collaboratively, and you will contribute to the broader work of the branch to embed and promote a pro-integrity culture across the department.

The Intelligence and Insider Threat Section discovers, prevents, mitigates and manages potential harm, adverse personnel behaviours and physical security threats which could impact the department's people, its reputation, operations, resources, and information. The section develops and provides intelligence insights to inform and educate relevant areas across the department on current threats and vulnerabilities. The Intelligence and Insider Threat team provides strategic and operational intelligence which supports the department by identifying enterprise-wide and individual integrity vulnerabilities, conducts environmental scans and produces actionable intelligence in relation to both physical and personnel security threats impacting, or with the potential to impact, the department. This includes managing the department's insider threat strategy. The Intelligence and Insider Threat section work closely with key internal stakeholders to understand the operating environment and contextualise internal threats; while engaging with law enforcement, the national security community and integrity teams across the APS to ensure best practise is understood and implemented.

The Assessment & Assurance Section provides a 'one-front door' to receive and triage all integrity and security reports or incidents. The section conducts comprehensive assessments in relation to complaints, reports, concerns or issue to determine the most appropriate response. The section also undertakes assurance activities related to the department's integrity and security controls.

Duties

The Job

The Security, Integrity and Assurance branch are seeking to fill multiple positions (current and expected future vacancies) in the following roles:

- APS5 Intelligence Analyst
- APS5 Assessment Officer

As an Intelligence Analyst you will have the opportunity to:

- provide support to senior analysts through analysing a wide range of information to inform intelligence assessment, identify issues and provide recommendations,
- utilise analytical tools and techniques to define, structure and solve complex problems,
- present findings/insights and recommendations to stakeholders and senior leaders in a clear and concise manner,

- be accountable under minimal direction to perform complex information and cyber security work within an integrated workforce,
- manage insider threat risks through proactive assurance work to ensure the security and integrity of our department assets and operations.

As an Assessment Officer you will have the opportunity to:

- assess reports of suspected misconduct, fraud, corruption and potential security breaches,
- collect information and evidence to support the assessment and resolution of integrity and security reports,
- draft quality, evidence -based recommendations for relevant decision-making bodies,
- provide impartial advice to employees and managers on the Integrity and Security hotline,
- establish and maintaining effective and productive relationships with key stakeholders across the department and external partners,
- identify and analyse risk against integrity and security controls.

Eligibility

What we are looking for

Knowledge and experience

The following knowledge and demonstrated experience is desirable:

Intelligence Analyst:

- Experience in intelligence and research related fields is desirable.
- Experience with researching, collating and analysing information and draft quality intelligence products.

Assessment Officer:

- Experience with researching, collating and analysing information.
- Ability to develop quality evidence-based recommendations for relevant decision-making bodies.
- Experience in working under limited direction to undertake risk assessments and escalate complex and sensitive matters where required.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Bek Hardwicke, 0481 450 493
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763646

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 16 October 2025

People, Property and Security
Security, Integrity and Assurance Internal Investigations

Job Title	Director - Internal Investigations
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/3307
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Security, Integrity and Assurance Branch is responsible for the delivery of the department's integrated protective security and integrity frameworks. We prevent, detect and respond to security incidents, suspected misconduct, fraud and corruption, and develop unique insights to proactively identify and mitigate risks to the department and its operations. Responsible for the provision of independent, objective and risk-based internal audit, assurance and advisory services, we also provide independent support to the Inspector-General of Biosecurity and Inspector-General of Animal Welfare and Live Animal Exports.

Internal Investigations is responsible for conducting complex investigations into allegations of misconduct, fraud, corruption and breaches of security in accordance with the Australian Government Investigations Standard, as well as undertaking reviews of certain workplace decisions and coordinating the departments obligations under the Public Interest Disclosure Scheme.

Duties

The Job

Under broad direction, the Director - Internal Investigations manages the day-to-day operations of the section, including by overseeing investigations conducted within the team and engaging with key internal and external stakeholders. The Director - Internal Investigations will:

• lead a team of investigators to undertake quality and timely investigations into allegations of misconduct, fraud, corruption and breaches of security in accordance with the Australian Government Investigation Standards

• oversee the review of certain workplace decisions, in accordance with the *Public Service Act 1999* and Public Service Regulations

• lead the investigation of Public Interest Disclosures made under the *Public Interest Disclosure Act 2013*

• oversee the development of complex investigation reports, correspondence, briefs of evidence and investigation outcomes

• make informed decisions and exercise delegations under the *Public Service Act 1999*, Public Service Regulations and internal management delegations

• ensure consistency in the use of investigative techniques and strategy, documentation, standards and quality, and drive continuous improvement in investigations practices and performance

• work collaboratively with internal stakeholders including intelligence, security, human resources, work health and safety, workplace relations and legal

• maintain positive working relationships with the National Anti-Corruption Commission, the Australian Federal Police, the Commonwealth Director of Public Prosecutions and other APS agencies

• provide timely, expert and strategic advice to executive stakeholders on critical issues arising from or through investigations to enable informed decision making

• provide leadership and support, model ethical decision-making, supervise, coach and mentor others.

Please note that this recruitment process will **initially be used to one vacancy and that the role may be able to be performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

For further information on the work of our department please click here.

Eligibility

What we are looking for

Knowledge and experience

The Director - Internal Investigations will have:

• extensive experience in ethics, integrity or compliance roles, including experience leading complex investigations related to integrity, workplace misconduct, fraud and corruption

• a strong understanding of integrity in the public sector, including relevant employment and behaviour frameworks.

Mandatory qualifications

A Diploma of Government Investigations (or equivalent) or the ability to obtain this qualification within twelve months of commencement.

Notes

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

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Shane Lysons-Smith, 02 6272 4715
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0763568

Administrative Review Tribunal

Closing Date:Wednesday 15 October 2025

Tribunal Operation
User & Member Services User Services

Job Title	Tribunal Services Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	$71,720 - $74,460
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working options, including flexi-time and remote working
Classification	APS Level 3
Position Number	Various
Agency Website	https://www.art.gov.au/

Job Description *https://www.art.gov.au/about-us/careers*

Are you looking for a role that provides meaningful and diverse work and offers genuine career growth? If so, the Administrative Review Tribunal is the place for you.

The Administrative Review Tribunal (ART) is seeking applications for **APS3 Tribunal Services Officers** across all of our state CBD locations, Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney, and Perth, to support the User Services section.

These positions are available primarily on a full-time ongoing basis however non-ongoing can also be considered.

Flexible working arrangements will be available after an initial period of training. During training fulltime, onsite attendance will be required.

Remuneration: The annual salary range for the position is APS3 $71,720 - $74,460 p.a, plus a generous employer superannuation contribution of 15.4%.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

You can learn more on the ART website.

What we offer:

- Flexible working options, including flexi-time and consideration will be made for remote working where possible to support you with your commitments outside of work.
- Competitive salary including generous superannuation employer contribution of 15.4%
- Salary packaging options
- Supportive career development opportunities
- Access to holistic health and wellbeing programs support including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- Generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- Positive and inclusive culture

Read our Enterprise Agreement for more information about our terms and conditions of employment.

About the opportunity:

We are looking for enthusiastic individuals with a passion for providing excellent customer service!

Working under direction of the Team Leader, as part of a medium sized team, Tribunal Services Officers undertake case-related support administrative and hearing support to Tribunal members, and provide client service to the Tribunal review parties.

This role requires you to work at a counter open to the general public, undertaking a broad range of front-line and administrative duties. As one of the main points of contact for users to interact with the Tribunal the role can be very busy and fast paced, juggling a high number of incoming calls whilst wearing a headset and dealing with face-to-face enquiries

Tribunal Services Officers also support a high volume of daily hearings across multiple formats including in-person, virtual and via telephone. This function of the role does require moving between hearing rooms, which can be located on different floors, in a reasonable timeframe to facilitate delivery of our services as scheduled.

Hearing related duties also include elements of public speaking in small group settings (3 or more) such as to announce hearings, swear in parties, and using hearing room technology in order to contact parties and record Tribunal proceedings. Further duties include being responsible for setting up and clearing the hearing rooms e.g. setting up recording equipment and ensuring the room is stocked with required items, troubleshooting technology related issues and accurately recording post hearing data in Tribunal case management systems.

In addition to the above Tribunal Services Officers are also required to manage different mailboxes actioning a high volume of emails using search related tools across different case management systems.

About you:

To be successful you will:

- have the ability to acquire and maintain a general working knowledge of the Tribunal’s functions, policies and procedures and apply this knowledge in undertaking case-related functions.

- have the ability to be able to provide quality service delivery to internal and external stakeholders
- possess good verbal and written communication skills with the ability to communicate clearly to a diverse range of stakeholders
- be able to plan, organise and monitor work priorities, meet deadlines and to keep and maintain accurate records
- possess the ability to work independently, develop productive working relationships and work collaboratively in a team environment.

More information about these positions, the scope of the roles, duties and required capabilities and experience, is contained within the Position Descriptions which is linked below and also available on our Career Opportunities page.

How to apply:

To be considered, all applications must be submitted online via the Career Opportunities page . Please click on the job title you are applying for.

Please click APPLY and follow the instructions on the online application.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) outlining how your experience aligns with the capabilities and experience required for the role, as outlined in the position description.

Please note applicants who do not submit a cover letter will not progress to shortlisting.

Duties

- **Administrative assistance:** Provide administrative assistance in the management of cases and caseloads including raising applications, finalisation of review application decisions, scanning, receipting and processing of correspondence. Operate the Tribunal's case management systems and use relevant software and applications in the preparation of case-related correspondence and the conduct of hearings. Receive and undertake inquiries on behalf of Tribunal members. Undertake the role of Sub-collector of Public Monies and assist management to complete the team's required tasks as appropriate.
- **Hearing support:** Support Tribunal hearings including by providing preliminary information to participants, facilitating oaths and affirmations, and operating telephone, video conferencing and recording technology.
- **User engagement:** Liaise with users of the Tribunal's services in relation to cases before the Tribunal, provide accurate client service information and direct enquiries where appropriate to relevant areas of the Tribunal.

Eligibility

- Australian Citizenship is a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Notes

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the ART, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	William Francis, 02 9276 5443
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

Attorney-General's

Vacancy VN-0763365

Attorney-General's Department

Closing Date:Friday 10 October 2025

Job Title	NNTT Member
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	-
Future Merit Locations	Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Statutory Appointment
Position Number	N/A
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

The National Native Title Tribunal (the Tribunal) is a national independent statutory body constituted under the *Native Title Act 1993* (the Act). The Tribunal is comprised of the President and Members.

The Tribunal has a range of functions under the Act. Members are required to work closely with Aboriginal and Torres Strait Islander people as well as non-Indigenous parties in carrying out the functions of the Tribunal. The principal work of the Tribunal involves mediating and arbitrating in relation to certain proposed future acts (such as the grant of mining leases). The Tribunal also assists with promoting agreement between registered native title body corporates and native title holders about matters relating to native title.

The Tribunal also assists parties wishing to make Indigenous Land Use Agreements to negotiate these agreements, as well as mediating native title claims referred to the Tribunal by the Federal Court of Australia. Members may also be required to conduct inquiries into issues connected with native title claims and contribute to community liaison and education around native title.

The Tribunal has offices in Perth, Adelaide, Melbourne, Sydney, Brisbane and Cairns. This position will be located in Perth. Find out more about the Tribunal.

Duties

Members of the Tribunal are appointed by the Governor-General under section 111 of the Act. Members perform the functions set out under section 108 of the Act and may also be required to conduct inquiries into issues associated with native title claims and contribute to community liaison and education about native title. Members have a range of skills and qualifications to effectively perform the role. Their fields of professional experience include law, government, public policy, non-government organisations, academia and the private sector.

Eligibility

Section 110 of the Act provides that to be eligible for appointment as a Member of the Tribunal a person (other than a Judge or a former Judge) must have special knowledge about:

1. Aboriginal or Torres Strait Islander societies; or
2. land management; or
3. dispute resolution; or
4. any other class of matters considered by the Governor-General to have substantive relevance to the duties of a Member.

Section 110 of the Act also provides that a person is eligible for appointment as a Member of the Tribunal if the person is an assessor of the Federal Court of Australia or a Member of a recognised State/Territory body, as defined by the Act.

Notes

Assessment process

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

Terms and conditions

This is a full-time appointment for a term of up to 5 years with the Act providing for reappointment. The location for this position will be Perth.

Remuneration and allowances for the position are set by the Remuneration Tribunal. *Remuneration Tribunal (Judicial and Related Offices – Remuneration and Allowances) Determination 2025* can be viewed at Judicial & Related Offices | Remuneration Tribunal (remtribunal.gov.au).

How to apply

Apply using the online application form. Applications must include:

- a completed statement of claims (2000-word limit) against the eligibility and selection criteria

- an uploaded curriculum vitae of no longer than 4 pages outlining your qualifications, knowledge or experience
- the names and contact details of at least 2 referees who have direct and relevant experience of your work. You will be notified prior to referees being contacted.

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

Applications close at **5:00 pm (AEDT) on Friday, 10 October 2025**

About the Attorney-General's Department

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

To Apply

Position Contact	AGD Appointments, 02 6141 6111
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

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Attorney-General’s

Vacancy VN-0763399

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 12 October 2025

Intelligence
Collection Operations Collection Operations North

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$117,662 - $141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6228_09/25_CO
Agency Website	https://www.acic.gov.au/

Job Description

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

As a Senior Investigator, the core purpose is to lead the design and execution of intelligence collection plans in response to established intelligence priorities and requirements, and report the intelligence obtained through these activities. You will apply advanced tradecraft and collection tradecraft within authorised legislative frameworks. The role involves close collaboration with intelligence analysts at all stages of the intelligence cycle to understand intelligence gaps and requirements, inform operational planning, and to maximise the value of the intelligence obtained from collection.

You will be responsible for productive partnerships which are established and maintained with external stakeholders—including law enforcement, the NIC, and international partners—to enhance ACIC's intelligence collection outcomes. You will lead and coordinate intelligence operations and investigations which generate unique intelligence to inform the ACIC's understanding of Transnational Serious Organised Crime (TSOC) threats against Australia and Australia's interests. In this role, you will leverage your operational expertise, and demonstrate a commitment to continuous improvement including as part of relevant communities of practice. ACIC investigators operate with agility across office and field environments, maintaining compliance with all relevant legislative, policy, and legal frameworks.

Duties

As an Investigator you will:

- Plan and lead collection activity targeting TSOC threats using a range of overt and covert capabilities to address Intelligence Requirements (IREQs, and report the intelligence obtained.
- Deploy special powers and other collection capabilities in accordance with legislative authority to support intelligence outcomes.
- Ensure appropriate operational planning and security frameworks are applied to collection capabilities and activities.
- Contribute to communities of practice to share expertise and refine collection techniques.
- Apply collection best practices to improve the effectiveness and reliability of intelligence gathering.
- Collaborate with law enforcement, National Intelligence Community (NIC) and offshore partners to influence and coordinate intelligence collection efforts, including joint operations and intelligence sharing.
- Build and maintain trusted relationships with external stakeholders to support long-term collaboration and capability development.
- Consider and deploy a range of risk mitigation strategies.
- Actively manage and document compliance activities undertaken in line with prescribed obligations.

Desirable skills and experience

- Demonstrated experience in an intelligence or investigative role in either the National Intelligence Community, law enforcement or other comparable professional fields.
- Demonstrated understanding of human source recruitment and management methodologies, including associated legal and regulatory frameworks.
- Ability to successfully complete the ACIC human source operations training program.
- Successfully complete the Investigator Training Program on commencement with the ACIC.
- As an employee in a designated high-risk role, complete an annual psychological assessment.
- An ability to obtain AFP special membership, including Use of Force, by virtue of being a current or former (within the past five years) sworn member of a State, Federal or International law enforcement agency – or the ability to undertake the appropriate training.

YOUR SKILLS AND CAPABILITIES

We invite applications from people with the following experience, skills and attributes:

- Experience leading complex intelligence collection activities leveraging a range of collection capabilities.
- Background in managing human sources across recruitment, and deployment, in line with collection priorities.
- Strong collaboration experience across internal teams and external partners to deliver integrated intelligence collection outcomes.
- Deep understanding of legislative and policy frameworks.
- Work closely with internal teams, especially analysts, across the Intelligence Cycle.
- Apply contemporary collection and tradecraft techniques.
- Operates effectively in both administrative and tactical environments.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Carey, 0417 728 606
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0762497

Australian Federal Police

Closing Date:Monday 20 October 2025

Job Title	Team Leader/Senior Principal Lawyer - Employment and Dispute Resolution
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$127,101 - $138,349
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite in Canberra, ACT
Classification	Executive Level 1
Position Number	15177
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15177/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Chief Counsel Portfolio

The AFP's Chief Counsel Portfolio (CCP) is a dynamic, professional, diverse and interesting legal practice, underpinned by our commitment to AFP values and desire to foster a positive and inclusive workplace culture.

The CCP is comprised of:

- The Chief Counsel Office;
- AFP Legal (which is AFP Legal Operations Team and AFP Legal Corporate Team); and
- Criminal Assets Litigation (CAL) (which is CAL North Team and CAL South Team).

The portfolio is geographically dispersed across six capital cities. The Portfolio is managed by the Chief Counsel and each legal team is managed by a General Counsel.

AFP Legal Corporate

The AFP Legal Corporate team is responsible for the provision of legal advice and litigation services that directly support the operational law enforcement activities of the AFP.

AFP Legal provides high quality, cost effective in-house professional legal services in administrative, operational, commercial and employment law to the AFP.

Applications are sought from suitably qualified applicants wishing to be considered for the role of Legal Team Leader - AFP Legal Corporate – Employment and Dispute Resolution Law Team.

As a Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

The role of Legal Team Leader in AFP Legal requires strong management and leadership skills. Coupled with this, the role requires substantial technical expertise, including the ability to provide timely, well-written and accurate legal advice across employment and litigation matters including the management of claims, civil litigation, coronial inquests and industrial disputes against the AFP and providing advice on all aspects of employment law and industrial relations including enterprise agreements, entitlements, disciplinary matters and termination of employment.

The Legal Team Leader Corporate – Employment and Dispute Resolution is expected to:

- Supervise a diverse team (including geographically diverse teams where appropriate) including lawyers with different levels of experience;
- Manage the team’s workflow and priorities to align with Chief Counsel Portfolio (CCP), AFP Legal and AFP priorities;
- Conduct, and/or manage/supervise complex matters with minimal supervision;
- Represent the AFP in high level discussions and negotiations with external stakeholders;
- Actively progress legislative, governance and policy development;
- Actively contribute to, encourage and influence the team’s contribution to, knowledge and information management initiatives; and
- Collaborate with Coordinators, General Counsels and Chief Counsel to achieve CCP objectives and support the broader organisation strategic direction

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- All applicants must hold a current practising certificate.

- Demonstrated experience in employment law.
- Demonstrated ability to lead a team.

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Minimum AFP Band level 7 (equivalent to APS EL1).
- Minimum of 5 years post admission experience

Notes

- This position is an AFP Band 8 Level.
- This role attracts additional remuneration of $14,000 per annum.
- This role is located in Canberra and applicants are expected to be based in Canberra. Interstate applicants must be willing to relocate at their own cost.

About the Australian Federal Police

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

To Apply

Position Contact	Patrick Myrtle, 02 5126 7801
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15177/

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Attorney-General’s

Vacancy VN-0762500

Australian Federal Police

Closing Date:Monday 20 October 2025

Job Title	Team Leader/Senior Principal Lawyer - Commercial and Governance Law Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$127,101 - $138,349
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This role is located in Canberra and applicants are expected to be based in Canberra.
Classification	Executive Level 2
Position Number	15176
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15176/

Did you know?

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year

- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
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Duties

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As a Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

The role of Legal Team Leader in AFP Legal requires strong management and leadership skills. Coupled with this, the role requires substantial technical expertise, including the ability to provide timely, well-written and accurate legal advice across commercial and governance matters including in relation to procurement and contracts, intellectual property, leasing and operational and financial governance.

The Legal Team Leader Corporate – Commercial and Governance is expected to:

- Supervise a diverse team (including geographically diverse teams where appropriate) including lawyers with different levels of experience;
- Manage the team's workflow and priorities to align with Chief Counsel Portfolio (CCP), AFP Legal and AFP priorities;
- Conduct, and/or manage/supervise complex matters with minimal supervision;
- Represent the AFP in high level discussions and negotiations with external stakeholders;
- Actively progress legislative, governance and policy development;
- Actively contribute to, encourage and influence the team's contribution to, knowledge and information management initiatives; and
- Collaborate with Coordinators, General Counsels and Chief Counsel to achieve CCP objectives and support the broader organisation strategic direction.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- All applicants must hold a current practising certificate.
- Demonstrated experience in commercial and governance law.
- Demonstrated ability to lead a team.

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Minimum AFP Band level 7 (equivalent to APS EL1).
- Minimum of 5 years post admission experience

Notes

- This position is an AFP Band 8 level.
- This role attracts additional remuneration of $14,000 per annum.
- This role is located in Canberra and applicants are expected to be based in Canberra. Interstate applicants must be willing to relocate at their own cost.

About the Australian Federal Police

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To Apply

Position Contact	Alison Macdonald, 02 5127 4136
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15176/

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Attorney-General's

Vacancy VN-0763353

Australian Federal Police

Closing Date:Monday 13 October 2025

Job Title	Coordinator Ministerial and Parliamentary Liaison
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$168,355 - $222,149
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	15290
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15290/

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

- Five weeks (25 days) of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you looking for an opportunity that offers meaningful work and allows you to showcase your professionalism and stakeholder engagement skills? We are seeking an experienced and driven individual to fill the role of Coordinator Ministerial and Parliamentary Liaison. This is a high profile and fast paced leadership position critical to supporting the AFP's engagement with the Minister's Office, Parliament and Senior Executives.

As a Coordinator, you will lead a dedicated team responsible for delivering high quality ministerial and parliamentary services including the drafting of ministerial correspondence, briefs, Question Time Briefs, overseeing the Senate Estimates preparation process, drafting responses to parliamentary questions and parliamentary committee hearing packs to prepare Senior Executives for committee appearances. You will work closely with senior departmental leaders to ensure timely, accurate and strategically aligned advice and support.

This role is best suited to a proactive leader with exceptional communication, coordination and stakeholder engagement skills and a deep understanding of government and parliamentary processes.

The merit pool from this position may also be used to fill other leadership roles within the AFP.

What will you do?

- Lead the Ministerial and Parliamentary Liaison team to deliver high-quality outputs including briefs, correspondence, Question Time Briefs as well as overseeing Senate Estimates and parliamentary processes
- Provide strategic advice to the Senior Executive and line areas on ministerial and parliamentary matters and processes
- Manage effective relationships with the Minister's Office, Parliament, internal and external stakeholders
- Oversee workflows and assurance processes to ensure the timeliness, quality and consistency of all ministerial and parliamentary products
- Drive improvements in systems, processes and capability related to ministerial and parliamentary coordination

- Lead and manage staff performance, development and engagement in a high-pressure, high-paced environment
- Represent the AFP at inter-agency or whole of government forums

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application
- Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- A strong understanding of ministerial and parliamentary processes and the machinery of government
- Proven leadership experience in high-pressure environments with shifting priorities and tight deadlines

Desirable Requirements

- Exceptional written and verbal communication skills with acute attention to detail and the ability to translate complex information into clear, concise products
- Strong stakeholder management skills with the ability to work diplomatically and confidently with senior executives and Ministerial and Parliamentary Offices
- A commitment to continuous improvement, innovation and building team capability
- Sound judgement, political acumen and resilience

Notes

- This positions is an AFP Executive Level.
- This role is located in Canberra, and applicants are expected to be based in Canberra.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Ellen Lihos, 0456 294 188
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15290/

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Attorney-General's

Vacancy VN-0763382

Australian Federal Police

Closing Date:Friday 10 October 2025

Job Title	Learning Data Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$107,559 - $118,673
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 6
Position Number	15287
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15

Did you know?

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
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- Access to ongoing training and professional development opportunities

Duties

The Learning and Development Command (LDC)'s primary mission is to help develop and maintain a skilled and capable workforce through comprehensive training and development programs.

The Learning Data team plays a critical role through the management of training data, strategic reporting, maintenance of training records, and course administration whilst advising and guiding work areas on a range of training-related matters. The team ensures that all aspects of training and development are meticulously documented and strategically aligned with the AFP's strategic goals.

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

What will you do?

Under the direction, and in support, of the Team Leader Learning Data, the Learning Data Administrator (Senior Team Member) is responsible for delivering outcomes related to the AFP's learning strategy, including administering and overseeing tasks to support organisational objectives.

This includes, but is not limited to tasks related to:

- Producing detailed reports that provide insights into the efficacy of training programs to identify areas for improvement and aid in strategic decision-making
- Demonstrated ability to analyse data, solve complex problems and think strategically
- Developing and implementing instructional and governance material such as policies, procedures and processes
- Project management and associated financial activities
- Ensures team progression towards objectives and intervenes when necessary to overcome difficulties
- Supervising and mentoring staff in the execution of general tasks to advance the achievement of team objectives
- Offering guidance and innovative solutions to support LDC deliverables and continuous improvement initiatives
- Liaising with clients and building collaborative relationships
- Maintaining contemporary skills and knowledge
- Other tasks as required

The successful candidate will have the ability to gain experience and knowledge related to:

- Learning Data deliverables
- Approach tasks with initiative and a positive attitude
- Adapt readily to change
- Be committed to excellent client service

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Relevant qualification or experience and knowledge in area of expertise (SAP, SAS or equivalent)

Desirable Requirements

- Project Management qualification or experience or ability to obtain
- Proficient in Microsoft Office Suite and Microsoft Teams

Notes

- This position is an AFP Band 6 level.
- This role is located in Canberra, ACT and applicants are expected to be based in Canberra.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Nicholas Bartsch, 0407030478
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15

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Attorney-General's

Vacancy VN-0763385

Australian Federal Police

Closing Date:Thursday 09 October 2025

Job Title	Cloud Business Engagement Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Perth WA
Salary	$172,999 - $191,044
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	IT Specialist
Position Number	15305
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15305/

Did you know?

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Cloud Business Engagement Lead across a hybrid cloud environment.

The AFP requires a specialist cloud business engagement lead to provide subject matter expertise in the development, implementation, and on-going sustainment and project management of the AFP's Cloud Platforms across Private Cloud (VMware), Amazon Webservices (AWS) and Microsoft Azure Cloud platforms.

To provide upfront engagement with the business to understand and help develop business requirements, act as a technical project manager, engage with technical teams to build and deliver secure and scalable solutions on the AFP's Cloud platforms. Work in partnership across with Enterprise Architecture, Cyber Security and Legal to ensure on-going security of the cloud platforms. Take ownership of the cloud platform, develop future state roadmaps and drive adoption of cloud platforms across the business.

Technical Specialists provide expert consultancy within their area of specialism. They develop and promote technical solutions which support the business requirements of the AFP, within their area of expertise.

A Technical Specialist role does not hold any leadership or financial delegations.

What will you do?

Day to day you will:

- Provide expertise and technical leadership in the design and implementation and development of roadmaps across a Hybrid Cloud Environment.
- Demonstrate proficiency in the use of collaboration tools and project management principles.
- Document business requirements and operating procedures for Hybrid Cloud Environment.
- Experience leading a FinOps practice and responsibility for overseeing and driving cloud financial management strategies to optimize cloud costs, improve resource utilization, and ensure financial governance and compliance across cloud infrastructure
- Possessing strong technology and program/project management experience, you will validate technical solutions against business goals, recognize when additional technical evaluation is needed and manage technical risks.
- Experience in applying strong management and leadership skills to successfully execute project plans, proactively identify and manage risks, resolve issues, escalate when appropriate, and drive projects to successful completion, while exceeding customer expectation.
- Manage and lead complex cloud migration projects, ensuring alignment with desired business outcomes
- Demonstrated ability in facilitating communication and collaboration among various stakeholders, including technical teams, business leaders and vendors to ensure project success.
- Provide guidance and expertise to clients, acting as a trusted advisor to foster strong productive relationships and ensure customer satisfaction.
- Work with other parts of the Command to identify opportunities and implement solutions that improve business operations and drive transformation.
- Ensure implementation supports strategic direction and delivery of Platform as-a-Service and Software as-a-Service.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Master's degree with direct relevance to the specialist skill OR 10+ years extensive experience and knowledge in area of expertise.
- Experience with implementation and on-going sustainment of a hybrid cloud environment and ability to communicate effectively in both technical and business environments.
- Experience to distil complex problems, make informed trade-off decisions, and apply frameworks like Cloud Adoption frameworks
- Experience in understand customer needs and deliver solutions that meet their business objectives.
- Ability to identify opportunities for change and lead continuous improvement initiatives.
- Advanced experience with developing and managing team backlog and prioritisation and stakeholder negotiations.

Desirable Requirements

- You are familiar with security concepts found in the ISM and the implementation of said concepts in a PROTECTED environment.

- You have a no-nonsense approach when participating in internal or external conversations and are able to communicate complex technical concepts, resolve issues and foster good relationships.
- Thorough knowledge of Agile methodologies, especially Scrum and DevOps, and the ability to effectively contribute to scrum teams consistent with scrum principles and values (including assisting the business in prioritising their business requirements or product backlog).
- You will be a hands-on and a pragmatic leader with experience leading technical teams.

Notes

- This position can be worked from any capital city in Australia but will report into the section based in Canberra, ACT.
- This role is an AFP Technical Specialist - Band 3.
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Chris Culloden, 02 5126 3581
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15305/

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Attorney-General's

Vacancy VN-0763444

Australian Federal Police

Closing Date:Friday 30 January 2026

Job Title	Register of Interest - Data Engineer / Platform Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	$127,565 - $145,389
Future Merit Locations	Canberra, Sydney, Perth, Brisbane, Adelaide, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	IT Specialist
Position Number	14960
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14960/

Did you know?

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- Access to ongoing training and professional development opportunities

Duties

Sitting within the Technology, Strategy and Data branch the Data Analytics Team is responsible for developing and enhancing the AFP's Business Intelligence capability (SAS Firefly). We have broad and exciting remit, working with stakeholders at all levels of the AFP to provide them with business intelligence reporting to assist in make better informed data driven decisions. Work is often driven by executive needs and outcome reporting for major operations, the breadth and visibility provided exposes the team to amazing opportunities to see what many areas of the AFP do and how they do it.

Maintaining the BI capability has three main streams, platform administration, Data engineering (ETL) and Visual analytics (Report and dashboard development). The team has a range of platform administration, data analyst and data engineering skills to manage these elements and uses an agile methodology to assist in prioritisation. We are a mid-sized team (6-8 members) which is geographically spread and utilises technology to support a strong and effective flexible working culture. This role has been created specifically to lead the platform administration aspect of our work and to support our data engineering process.

What will you do?

The successful candidate will be required to:

- Maintenance of the SAS Platform through first level Platform administration, and continuing to build these skills to perform patching, testing, monitoring and fault checking.
- Complex system administration including troubleshooting and leading SAS Firefly problem resolution.

- Deriving security requirements from business teams and understand complex technical landscapes to implement appropriate security models.
- Documentation of technical SOPs.
- Raise and present technical changes in appropriate forums.
- Ability to build and maintain complex data pipelines using SAS toolsets.
- Validating SAS ETL and analytical outputs of team members to ensure appropriate quality control.
- Business Analysis including developing business requirements in sensitive business areas.
- Work collaboratively and communicate well within a self-sufficient scrum team.
- Establishing and maintaining strong stakeholder relationships.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Relevant qualification or extensive experience and knowledge in area of expertise..
- Demonstrated experience (5+ years) in the Platform Administration/Data Engineering domains.
- Experience with SAS administration.
- Strong communication and documentation skills.
- Ability to work with senior stakeholders.
- Demonstrated experience with modern data analytics, data engineering tools.
- Demonstrated ability and eagerness to take the initiative to learn new technologies quickly.

Desirable Requirements

We're interested in hearing from people who:

- Have the ability to ask the right questions and find the right solutions, to act with integrity and place the customer at the centre of everything you do.
- Can bring your passion for service excellence and, whilst being comfortable working independently, you will also be able to refer our customers to other specialist team members in order to better serve their needs.
- Have relevant SAS, Platform and Data Engineering experience.

The following skills and/or experience would be highly regarded:

- Demonstrated experience Linux Platform Administration
- Demonstrated experience in Visual Analytics and application of User Experience concepts.

- Demonstrated experience in ETL development.
- Data Manipulation / Wrangling skills in technologies such as SAS Enterprise Guide, SAS BASE, Python or R.
- Strong demonstrated ability to troubleshoot and resolve technical issues.
- Formal qualifications from a recognised tertiary institution or demonstrated equivalent skills and experience in Information and Data Management.
- Proven history of knowledge sharing, mentoring and upskilling of team members' SAS technical capabilities.

Notes

- This role is an AFP Technical Specialist - Band 1.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Kevin Raine, N/A
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14960/

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Attorney-General’s

Vacancy VN-0763459

Australian Federal Police

Closing Date:Sunday 12 October 2025

Job Title	Register of Interest - Talent Acquisition Officer (Band 4 & Band 5)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$84,458 - $107,559
Future Merit Locations	Canberra, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5
Position Number	15313
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15313/

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- Access to ongoing training and professional development opportunities

Duties

Do you have excellent organisational, customer service and interpersonal skills and want to work for an Agency that makes a big community impact? Do you thrive in a mission-driven environment where your efforts will contribute to Australia's public safety?

At the AFP our workforce is our greatest asset, and we are seeking experienced and dynamic individuals to join us in building and delivering a skilled and committed law enforcement workforce.

The Recruitment Team sits as part of the broader People Command. We provide expert recruitment advice and services to our internal clients, represent the AFP brand as the first point of customer service for candidates, and ultimately support the strategic intent of the AFP by recruiting the people we need, both now and for the future.

As the AFP continues to expand, we anticipate upcoming vacancies in our Recruitment Branch at the Band 4 and Band 5 levels within the below teams:

- **Talent Acquisition Services Team -** Responsible for the recruitment of support (corporate services) and specialist roles into the AFP, as well as any internal recruitment. The team works closely with our internal clients to understand their talent needs, develop attraction strategies, and guide them through the recruitment process with advice and processing support.

- **Sworn Recruitment Team -** Responsible for bulk recruitment for new police and protective service officer recruits. The team administers bulk recruitment and assessment centres year round, supporting candidates through their journey towards becoming police officers and protective service officers.

- **Emerging Talent Team** - Responsible for bulk recruitment programs including the AFP's Graduate and First Nations Pathway Program, the team's work involves managing annual bulk recruitment processes and providing program management support to program participants within the business, as well as our internal clients who supervise participants.

What will you do?

Generally day to day responsibilities may include:

- Processing recruitment actions and selection outcomes using the in-house recruitment system (SAP Success Factors).
- Providing candidate care via email and phone as applicants move through various recruitment gateways, including a high level of customer service in response to queries through the AFP Recruitment hotline and via our central mailbox.
- Being a positive and informative brand ambassador for the AFP in interactions with candidates and any attendance at Career Fairs
- If required, participate in recruitment and selection assessment centres
- Generating letters of offer, and relevant documentation to ensure a positive and timely onboarding experience.
- Liaising with a variety of internal stakeholders in response to their recruitment requirements to ensure operational and business needs are met.
- Contributing to the review and evaluation of recruitment policies and processes to enhance the delivery of recruitment to the AFP.
- Producing reports and updates on recruitment processes and other relevant statistics.

In addition to the above responsibilities, the Band 5 will:

- Advertise vacancies internally or on external job boards including Seek, APSJobs, Linkedin etc (Band 5).
- Think creatively and strategically in the way we market, target and attract critical and required skill sets.
- Assist with the ongoing improvements and maintenance of policies and procedures relating to recruitment and talent processes.
- Assist with reform work and driving continuous improvement initiatives across the recruitment function.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- High level customer service skills.

- Demonstrated experience in administrative/customer service roles or related fields is essential for the Band 4.
- 2-3 years demonstrated experience in recruitment is essential if you are applying for the Band 5.

Desirable Requirements

- Experience using SAP Success Factors.
- Relevant HR qualifications or progress towards achieving this.

Notes

- This role is an AFP Band 4 and 5 level.
- This role is located in Canberra and Melbourne and applicants are expected to be based in these areas.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Carla Babic, N/A
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15313/

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Attorney-General's

Vacancy VN-0763482

Australian Federal Police

Closing Date:Tuesday 14 October 2025

Job Title	Logistics Officer - Western Command
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$99,285 - $107,559
Future Merit Locations	Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	15243
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15243/

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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you looking for an opportunity that offers meaningful work and allows you to showcase your professionalism and stakeholder engagement skills? An exciting opportunity is available for an experienced and dynamic individual to join the AFP in a key strategic role responsible for the development and delivery of Logistics and Commercial Support.

Applications are sought from applicants wishing to be considered for the role of Logistics Officer to further strengthen the Western Command CCSU Commercial Team.

As a Commercial Team Member you work under the direction of your Senior Team Members and Team Leader to deliver professional, high quality and timely finance and commercial services. You work under minimal supervision to achieve high quality results, you anticipate and adapt to changing priorities and suggest new ways of working with the team. You take responsibility for achieving the objectives you are allocated and managing your work through to completion. You will build effective relationships with other team members, frontline staff and other key stakeholders that is based on mutual respect and a genuine understanding of others needs to deliver high quality corporate services to the Command.

This role is based at Western Command, located in our Perth Headquarters. Successful Applicants will be required to relocate to Perth.

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

What will you do?

The Commercial team supports the Command through the delivery of financial and commercial services. As Commercial Support Team Member, your responsibilities include:

- Work collaboratively with the Chief Finance Officer Portfolio, national and local teams to effectively manage Command Facilities, Fleet and Logistics.
- Provision of building and accommodation services including spatial planning, accommodation projects and safe & key management.
- Provision of Fleet Services including new leasing, decommissioning, servicing, fuel cards, insurance claims, car parking & traffic infringements, and log book reviews to assist with FBT reporting.
- Asset Management activities, asset disposal and general asset queries.
- Provision of logistics services, including national roll-outs, stock control, event support, maintaining stores.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Excellent communication and stakeholder management skills.
- High level of organisational and time management skills.
- Intermediate or Advanced Microsoft Excel Skills.

Notes

- This role is an AFP Band Level 5.
- This role is located in Perth WA, applicants are expected to be based in Perth.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

As Australia’s national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has

responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Sarah Armitage, (02) 5126 5020
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15243/

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Attorney-General's

Vacancy VN-0763591

Australian Federal Police

Closing Date:Thursday 23 October 2025

Job Title	Coordinator Shared Services - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$168,355 - $222,149
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This role is located in Canberra and applicant is expected to be based in Canberra
Classification	Executive Level 1;Executive Level 2
Position Number	15316
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15316/

Did you know?

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

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

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

- Five weeks (25 days) of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are invited from suitably qualified applicants wishing to be considered for the role of Coordinator – Shared Services within Business Services.

Business Services is a multifaceted branch that sits within the Chief Financial Officer (CFO) Command and directly contributes to AFP operational outcomes, providing support and enabling our people to deliver maximum impact to the criminal environment. The experience you bring to the role will benefit the organisation by:

- Facilitating high-quality corporate services (Supporting the front line)
- Implementing and managing business and system improvements to remove barriers, speed up decision making and increase efficiency (Reducing red tape)
- Providing training and help desk facilities to engage and work closely with both our members and external stakeholders (enhancing partnerships)

The Coordinator works in a high tempo environment, leading a number of diverse teams to deliver corporate services and initiatives to AFP appointees and visitors, including:

- Domestic Travel Support- Assistance with corporate credit cards, FlexiPurchase, CTM as well as the relocation of AFP members
- International travel- Complete international bookings process for AFP members
- SAP Administration & Support- Including the SAP and Insight! Help desk facility, training and processing of pays
- Account & Client Services- Accounts Payable, Accounts Receivable, Debt Management and Treasury teams
- Developing governance and policy across teams

The Coordinator is therefore required to ensure outcomes are delivered in accordance with Business Services strategic priorities, regulatory frameworks, and the AFP Code of Conduct. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the positions as outlined below.

What will you do?

Business Services are critical to support frontline AFP personnel who protect the Australian community. The skill, dedication and professionalism of corporate service providers greatly contribute to the ability of the AFP and partners to concentrate their powers and capabilities most accurately and for maximum impact on crime.

In the role of Coordinator Shared Services, you will provide leadership and strategic direction to deliver Shared Services outcomes. This role has in depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisations reputation in effectively managing Shared Services functions.

Reporting to Manager Business Services, Coordinator Shared Services is a crucial part of the Business Services Leadership Team.

Working effectively and leading a number of teams, Coordinator Shared Services is required to:

- Represent Shared Services on boards and steering committees, where appropriate
- Liaise with senior stakeholders on Shared Services objectives and alignment with AFP business needs
- Provide strategic oversight of organisational structure and resources, including but not limited to staffing, contractors and management of assets

- Actively manage and promote a healthy working environment. This includes embracing diversity, inclusion and respect.
- Maintain effective internal and external relationships to ensure the delivery of high-quality outcomes for the AFP and Shared Services.
- Provide leadership and strategic direction to the Shared Services team in the delivery of outcomes for the AFP.

For further information about this opportunity, please refer to the Candidate Pack.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Sound knowledge and demonstrated experience of contemporary financial and/or Shared Services practices and their application in the public sector
- Knowledge of government and industry strategic initiatives
- Highly developed strategic and analytical skills
- Proven leadership capabilities
- Contemporary Corporate Systems knowledge (SAP or similar)

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Demonstrated commitment to a diverse, inclusive and safe workplace
- Demonstrated capability and willingness to support the AFP’s workforce including guiding, mentoring and coaching as required

Notes

- This role is located in Canberra and applicant is expected to be based in Canberra. Successful applicant must be willing to relocate to Canberra.
- This role is at an AFP Executive Level

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and

linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Miles Humphrey, (02) 5126 4455
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15316/

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Attorney-General's

Vacancy VN-0763606

Australian Federal Police

Closing Date:Thursday 16 October 2025

Job Title	Team Member - Digital Innovation and Support Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,285 - $107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	15296
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15296/

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified, ongoing members for the position of Team Member, Digital Innovation and Support Team within Investigations Standards and Practices (ISP).

The ISP serves as a professional practice body, advocating for consistency, standards, and quality in supporting investigations across the AFP. It plays a pivotal role in driving the development and implementation of best practices and providing frontline investigators with essential advice. ISP is seeking suitably qualified members to perform support roles within the ISP Digital Innovation and Support Team.

This role is responsible for the ongoing support of the Investigators Toolkit and the development and maintenance of tools within this platform, the Investigations Management Solution (IMS) and more broadly ISP. The successful candidate will have a combination of technical expertise and problem-solving skills.

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

What will you do?

The successful candidate will be expected to:

- Identify, develop and support potential new digital projects and opportunities.
- Analyse information and develop digital solutions to problems applying exceptional attention to detail.
- Demonstrate high level organisational skills, including the ability to manage competing priorities.
- Be self-motivated, with the ability to work in a small team environment or autonomously as required.

- Possess excellent communication and interpersonal skills, including high level writing, editing and presentation skills.
- Perform daily maintenance, content development and management of the Investigator's Toolkit.
- Maintain currency of investigative reference material.
- Monitor and assess internal requests via internal tasking methods.
- Liaise with key stakeholders on system improvement objectives.
- Mentor new team members, share information and provide advice fostering a positive learning culture within the team, ISP and broader organisation.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated ability to produce high quality documentation using computer applications such as Microsoft 365, Excel, Visio and Adobe PDF
- Strong attention to detail
- Basic understanding of HTML and JavaScript or the aptitude to obtain this knowledge through training.
- Good oral and written communication skills
- Strong client focus

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Experience in the use of SharePoint and M365 in an enterprise environment
- Knowledge of information management practices

Notes

- This role is an AFP Band 5
- This role is located in Canberra, however remote working options may be negotiated.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Jeff Martin, 02 5126 5359
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15296/

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Attorney-General's

Vacancy VN-0763269

Australian Financial Security Authority

Closing Date:Sunday 12 October 2025

Regulatory Operations Group
Education, Integrity and Enforcement

Job Title	Senior Investigator - Insolvency & Securities Investigations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$97,543 - $109,330
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 6
Position Number	30447
Agency Website	

Job Description

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

This position is within the **Regulatory Operations Group** (ROG). The ROG adopts a whole-of-system approach to regulation, using data and intelligence to prioritise where we focus our resources, and using a surveillance-based approach to monitor our regulatory systems.

Within the division, the **Insolvency & Securities Investigations** team is responsible for investigating alleged personal insolvency offences under the Bankruptcy Act 1966 (Bankruptcy Act) and preparing briefs for prosecution. The Insolvency & Securities Investigations team also investigates alleged breaches of the Personal Properties Securities Act 2009 (PPS Act). This work directly contributes to AFSA’s reputation as a visible, modern and contemporary regulator safeguarding Australia’s strong credit system.

We are seeking applications from experienced and motivated team members for a **Senior Investigator** position in our Insolvency & Investigations team who be responsible for managing and progressing allocated investigations.

Duties

- Assessing referrals and complex enquiries for compliance with the Bankruptcy Act and/or the PPS Act, including recommending appropriate courses of action, evidence collection, exhibit handling, preparing witness statements, conducting recorded interviews and preparing briefs of evidence.

- Investigating alleged Bankruptcy Act and PPS Act offences and where appropriate, referring these cases for prosecution or civil litigation;
- Work collaboratively with the Commonwealth Director of Public Prosecutions to achieve outcomes, which includes giving evidence in court.
- Lead and manage your caseload, as well as keeping those cases up to date in our case management system.
- Assisting in the development of internal guidance and procedures to support best practice investigations.
- Respond to enquiries from a range of internal and external stakeholders throughout the region, including representatives of insolvency/trustee associations and government bodies.
- Ability to travel is an expectation of this position.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Qualifications and experience

- Certificate IV in Government Investigations or its equivalent or the ability to obtain within 12 months of commencement.
- Tertiary qualifications in Law, Accounting, Commerce or relevant discipline from an Australian tertiary institution (or comparable overseas institution) or demonstrated experience gained within the Insolvency or Finance Industries are desirable.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Flexibility working arrangements, underpinned by an 'if not, why not' approach to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable)
- Paid leave during the Christmas and New year shutdown, and
- Progressive leave policies including parental leave, the ability to purchase up to 6 weeks of additional leave and access to the AFSA sabbatical program.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of **Baseline** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

How to apply

Applications close **Sunday 12 October 2025 at 11:59 PM AEDT.**

To apply for this role, please click the ‘Apply’ button located on the job advertisement listed on the AFSA vacancies page. You’ll be relocated to our application portal which also provides step-by-step instructions to guide you through the application process.

The APS work level standards are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level. We encourage you to review these when writing your application.

Notes

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

About the Australian Financial Security Authority

To Apply

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

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Attorney-General's

Vacancy VN-0763584

Australian Human Rights Commission

Closing Date:Tuesday 14 October 2025

ICS
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Job Title	Investigator/Conciliator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	1056
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/job-details?jobId=382&jobTitle=Investigator%2FConciliator

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

Advising all levels of government and various public and private organisations.

Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.

Engaging inclusively with civil society, communities, and the private sector.

Raising awareness about human rights and offering educational resources.

Collaborating with partners to cultivate a culture of respect for human rights across the nation.

We are looking for a passionate Investigator/Conciliator to become a vital part of our Investigation and Conciliation Service team. You will be responsible for undertaking the investigation and conciliation of complaints alleging discrimination and/or breaches of human rights under Federal human rights and discrimination law.

This role involves providing information and services to individuals who may share sensitive or traumatic experiences. It is important that applicants understand the emotional nature of this work and are prepared to engage with respect, empathy and use a trauma informed approach.

This full-time / part time, ongoing / non ongoing position offers a competitive salary range of $94,563 - $105,910per annum plus 15.4% superannuation.

The positions are located in Sydney, with hybrid working arrangements.

Duties

What You’ll Do:

- Investigate complaints made under federal human rights and discrimination law.
- Undertake the conciliation of complaints made under federal human rights and discrimination law.
- Prepare written correspondence for the President or their Delegate, including correspondence regarding notification and termination of complaints alleging discrimination and/or breaches of human rights.
- By telephone and in writing, provide information to members of the public about federal human rights and discrimination law and the complaint process.
- Prepare and present information sessions on the law and the complaint process and participate in community education events, as required.
- Participate in the ongoing development of the Investigation and Conciliation Section’s practices and procedures, as required.

Eligibility

What We’re Looking For:

- Understanding of human rights issues and knowledge of federal human rights and discrimination law, or the ability to quickly acquire such knowledge.
- Ability to investigate complaints in a statutory/legal framework and high level analytical skills; including an ability to analyse complex and voluminous material and apply facts to law and exercise appropriate judgement.
- Ability to facilitate the resolution of complaints, including an understanding of Alternative Dispute Resolution processes such as statutory conciliation.
- Demonstrated ability to manage a high-volume workload/caseload; including the ability to establish priorities and meet organisational performance standards.
- Highly developed communication skills (both oral and written) and interpersonal skills, and the ability to communicate with a wide range of people with respect and empathy and work effectively in a team.
- The ability to assist in the development and delivery of community education presentations.
- Appropriate tertiary qualifications, formal training or equivalent, or relevant community experience.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 14th October 2025

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Jodie Ball, Deputy - Investigation and Conciliation Section via jodie.ball@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Jodie Ball, jodie.ball@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=382&jobTitle=Inv

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Attorney-General's

Vacancy VN-0763623

Australian Human Rights Commission

Closing Date:Wednesday 15 October 2025

Legal
Legal Legal

Job Title	Senior Director, Positive Duty
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1205
Agency Website	

Job Description *https://humanrights.gov.au/about/jobs/job-details?jobId=383&jobTitle=Senior%20Director%2C%20Positive%20Dut*

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

Our Legal Division is a small, dynamic team that provides the services of in-house counsel to the Commission. The Positive Duty Team is a multi-disciplinary team that sits within Legal Services and is responsible for the regulation of the positive duty (section 47C of the Sex Discrimination Act 1984 (Cth) (SDA)) and related functions. The Senior Director, Positive Duty reports to the General Counsel.

We are looking for an experienced strategic leader to lead the Commission's regulatory functions under the positive duty provisions of the SDA. In this pivotal role, you will oversee compliance monitoring, enforcement activities, and stakeholder engagement and drive the strategic implementation of the Commission's positive duty mandate. You will manage a multi-disciplinary team to deliver impactful regulatory outcomes that align with the Commission's corporate plan and broader strategic objectives.

This full-time ongoing position offers a competitive negotiable EL2+ base salary with additional 15.4% superannuation. Part time options will be considered for the right candidate.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Develop and implement strategic approaches to regulate compliance with the positive duty under the SDA, ensuring effective monitoring, assessment and enforcement activities.
- Oversee the conduct of inquiries into compliance with the positive duty, including systemic inquiries, and coordinate enforcement actions including compliance notices and enforceable undertakings.
- Work with Legal Services to direct litigation strategies in Federal Courts to enforce Commission decisions and ensure regulatory compliance across relevant sectors.

- Lead and develop a multi-disciplinary team of compliance officers, analysts, legal professionals and support staff in a complex regulatory environment.
- Build and maintain productive relationships with key stakeholders including government agencies, industry bodies, business leaders, legal practitioners and civil society organisations.
- Represent the Commission at high-level forums, consultations and public events to promote understanding and compliance with the positive duty requirements.
- Collaborate with Senior Executives and cross-Commission teams to integrate positive duty activities with broader Commission strategic objectives and regulatory functions.
- Analyse emerging trends, risks and opportunities in positive duty compliance to inform strategic planning and resource allocation decisions.
- Provide expert advice to the President, General Counsel and Senior Management on complex regulatory matters, enforcement strategies and policy development.
- Oversee development and publication of guidelines, research and educational materials to promote understanding and compliance with the positive duty.
- Lead initiatives to build organisational capability and public awareness of positive duty requirements across different sectors and industries.

Eligibility

What We’re Looking For:

- High level knowledge of, or relevant experience in, legislative compliance and enforcement activities, Diploma in Government Investigations or Law Degree.
- Excellent interpersonal, leadership and staff management skills with a demonstrated capacity to develop and maintain high performing teams in a regulatory or similar environment.
- Understanding of the positive duty in the Sex Discrimination Act 1984 (Cth), the unlawful conduct covered by the positive duty, gender equality issues or the capacity to quickly obtain it.
- Extensive experience in liaison, negotiation, influencing and consultation skills at a senior level, and ability to engage and develop relationships with senior stakeholders and government agencies.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 15 October 2025.

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

Under section 22(8) of the Public Service Act 1999 (Cth), employees must be Australian citizens to be employed in the Australian Public Service (APS).

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Lara Renton, A/g General Counsel via email lara.renton@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Lara Renton, lara.renton@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=383&jobTitle=Se

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Attorney-General's

Vacancy VN-0763395

Commonwealth Ombudsman

Closing Date:Sunday 12 October 2025

Policy & Assurance
OPCAT and Detention Monitoring

Job Title	Director OPCAT and Detention Monitoring
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Perth WA, Adelaide SA
Salary	$137,289 - $155,611
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Executive Level 2
Position Number	041_09/25
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

We are looking to fill the role of Director to lead the OPCAT and Detention Monitoring team.

The Optional Protocol to the Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT) is an international human rights treaty designed to support the protection of individuals in places of detention from torture and other ill treatment.

The OPCAT and Detention Monitoring team includes the:

- Commonwealth National Preventive Mechanism (NPM) team which oversees places under the control of the Commonwealth where people are deprived of their liberty. These places include, but are not limited to, places of immigration detention, Australian Federal Police, and Australian Defence Force facilities. The team monitors the treatment of people and the conditions of their detention and makes recommendations for improvement, with a focus on addressing systemic issues to reduce the risk of torture and ill-treatment in detention.
- NPM Coordinator team which coordinates and supports a collective of NPMs across the Commonwealth, States and Territories which together form the Australian NPM.
- Detention Monitoring team which prepares assessments of the circumstances of individuals in long term immigration detention under s 486O of the Migration Act 1958. Their assessments and recommendations can have a direct impact on the quality of life of people who have been in immigration detention for more than 2 years.

Duties

Duties are to be performed under broad direction of the Senior Assistant Ombudsman (SESB1) of the Policy and Assurance Branch and in accordance with the APS Code of Conduct. The Director will demonstrate and uphold the office values of independence, impartiality, integrity, accessibility, and professionalism.

You will:

- promote a positive and collaborative team culture committed to continuous improvement and the strategic goals of the Office
- monitor overall team performance and wellbeing and identify and implement strategies to continually improve team capability, performance and wellbeing
- communicate with influence and professionally represent the office
- develop and manage effective external relationships including with other NPMs, government agencies, civil society groups and international organisations, to promote the objectives of the team and the Office generally
- navigate complex challenges and demonstrate excellent judgement and appropriate consideration of risk
- develop a reputation as a trusted advisor to executives and senior leaders.
- prepare executive and whole of Office briefings, strategies and plans, including contributing to the development and implementation of branch and corporate plans
- collaborate across the Office and contribute to whole of Office leadership, strategy and initiatives
- travel interstate.

Eligibility

The successful candidate must:

- be an Australian citizen.
- undergo a National Criminal History records check.
- be able to obtain and maintain a Baseline security clearance.
- Be willing to undergo a pre-employment psychological assessment. The position can involve exposure to potentially distressing information and materials. It is important we are confident you will be able to engage with this work without experiencing harm to your wellbeing.

Notes

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

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversights, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General’s portfolio with the following separate titles that

describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Julia Galluccio, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0763397

Commonwealth Ombudsman

Closing Date:Sunday 12 October 2025

Complaints
Complaints Assessment

Job Title	Director Complaints Assessment
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA
Salary	$137,289 - $155,611
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Executive Level 2
Position Number	042_09/25
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

The Office of the Commonwealth Ombudsman (the Office) is looking to fill a vacancy at the EL2 level. This role is responsible for delivering operational and strategic outcomes for the Office and the Australian community. EL2 Directors are a valued part of the Office's executive and will work collaboratively across the Office to achieve outcomes.

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

The Complaints Branch delivers effective and impartial complaint handling services by assisting people who contact the Office to resolve their issue as efficiently as possible. As the core entry point for complainants to contact the Office, the Branch manages the intake, triage, assessment and early resolution of complaints received through various contact channels including online, telephony, in person, email and mail.

Duties

Duties are to be performed under broad direction of the Senior Assistant Ombudsman (SESB1) and in accordance with the APS Code of Conduct. The Directors will demonstrate and uphold the office values of independence, impartiality, integrity, accessibility, and professionalism.

In this role you will:

- Oversee delivery of a high-quality complaint assessment and triage service according to legislation, policy, procedures, quality and service standards.
- Lead and manage a team responsible for delivering complaint handling functions of the Office. In doing so, you will work collegiately as part of a small agency, fostering a culture of performance, innovation and continuous improvement.
- Adopt a strategic approach to identifying emerging trends and systemic issues arising from complaints and develop and implement solutions.
- Provide timely, evidence-based, and well researched technical or specialist advice to the Executive and other officers on matters that may arise.
- Build and maintain effective relationships with internal and external stakeholders to promote the objectives of the team and the Office generally.
- Lead projects and functions including producing reports incorporating recommendations for change and improvement.
- Lead and contribute to the Office's objectives and to continuous improvement and performance within the workplace.

Eligibility

The successful candidate must:

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

Notes

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

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administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Belinda Meekin, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0763464

Commonwealth Ombudsman

Closing Date:Sunday 12 October 2025

Defence, Investigations, ACT and Legal Branch
Strategic Investigations 2

Job Title	Director Strategic Investigations 2
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA
Salary	$137,289 - $155,611
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Executive Level 2
Position Number	044_09/25
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

We are looking to fill the role of Director of the Strategic Investigations 2 team.

The team is one of two Strategic Investigations teams within the Office that conduct own motion investigations and inquiries on behalf of the Ombudsman under the *Ombudsman Act 1976.* The team draft reports with recommendations, suggestions and comments to agencies with the aim of influencing systemic improvement in public administration across all the agencies we oversee. These reports or statements about these reports are often published. The Strategic Investigations teams also monitor and assess agency implementation of recommendations and suggestions made by our Office and draft reports for publication.

Directors are a valued part of the Office's executive and will work collaboratively across the Office to achieve outcomes. We are seeking strong leaders and highly capable managers who are passionate about serving the Australian Community and influencing change.

Duties

Duties are to be performed under broad direction of the Senior Assistant Ombudsman (SESB1) of the Defence, Investigations, ACT and Legal Branch and in accordance with the APS Code of Conduct. The Directors will demonstrate and uphold the office values of independence, impartiality, integrity, accessibility, and professionalism.

In this role you will:

- lead and manage a small team to
    - conduct own motion investigations and inquiries on behalf of the Ombudsman, including drafting reports with recommendations, suggestions and comments for change and improvement
    - monitor and assess agency implementation of recommendations and suggestions and comments
    - prepare reports and other materials for publication.
- provide timely, evidence-based advice to the Executive on matters that may arise.
- build and maintain effective relationships with internal and external stakeholders to promote the objectives of the team and the Office generally.
- lead and contribute to the Office's objectives, fostering a culture of continuous improvement and building staff capability.

Eligibility

The successful candidate must:

- be an Australian citizen,
- undergo a National Criminal History records check and
- be able to obtain and maintain a security clearance at a level appropriate to the position offered. The level of the security clearance will be dependent upon the requirements of the position.

Notes

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To Apply

Position Contact	Katrina Dwyer, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0763405

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 26 October 2025

Job Title	Assistant Director, Legal Advising
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,089 - $134,987
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	Canberra Based
Classification	Executive Level 1
Position Number	0304/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=4BA153EB-25EE-A162-E8DA-E4370E5D6291

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

The Legal team within the Legal and Assurance Branch of the Inspector-General of Intelligence and Security (IGIS) is a dedicated team of legal officers and legal policy officers responsible for the provision and facilitation of legal advice, services, training and support in fulfilment of the IGIS' functions.

The Assistant Director, Legal Advising is a diverse role that includes providing legal advice, conducting legal education and training, and preparing submissions for parliamentary committees. The Assistant Director Legal will be expected to provide clear and practical legal advice to senior management and internal stakeholders on a range of different legal matters.

Key responsibilities of Assistant Director, Legal Advising include:

- provide high quality legal advice on:
    - The functions of the IGIS, including in relation to oversight, complaints and public interest disclosuresIssues relating to procurement processes, including contract formation and tendering procedures
    - Office policies and procedures to ensure compliance with all relevant laws and obligations
    - Employment related matters
    - Ad hoc issues including relating to privacy, confidentiality and work, health and safety
- prepare and conduct internal and external legal training and development for both the Legal team and the office
- prepare decision briefs relating to requests from the Freedom of Information Commissioner for the Inspector-General to give evidence under the *Freedom of Information Act 1982* (Cth) or *Archives Act 1983* (Cth)
- where required, work effectively with policy departments on the development of legislation relevant to the functioning of the IGIS and oversight of intelligence and security matters
- build effective and solutions driven relationships with a variety of stakeholders, including policy agencies and other oversight bodies
- provide advice, draft submissions and support the appearance of the Inspector-General before the Parliamentary Joint Committee on Intelligence and Security and other parliamentary committees
- contribute to the effective functioning of the Agency Oversight, Enterprise Management, and Legal and Assurance Branches, and the IGIS more broadly
- undertake other duties relating to the work of the section, which may include acting in the role of Director, Legal, as required.

To be successful in this role you will have:

- experience in providing legal advice, especially in the context of statutory interpretation and/or administrative law

- a demonstrated ability to exercise sound judgment, show initiative and work effectively in a small team
- a demonstrated ability to guide, mentor and develop junior team members
- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of the IGIS
- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organised and flexible manner
- a demonstrated ability to work in a highly sensitive workplace and to resolve complex problems
- an aptitude for relationship building, and the ability to influence and build relationships with senior executives and a network of stakeholders
- strong interpersonal skills, including excellent written and verbal communication.

Essential requirements

- a degree in law from an Australian university, or a comparable overseas degree which is recognised in Australia for admission to practice
- a practicing certificate, or eligibility to hold a practicing certificate, in the ACT
- admission on the roll of an Australian State or Territory Supreme Court, or of the High Court of Australia
- a minimum of five years Post Admission Experience.

Desirable skills

- experience drafting high quality legal advice, especially in the context of statutory interpretation and/or administrative law
- relevant experience in legal policy and legislation review
- a developed understanding of national security and intelligence legislative frameworks.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- E**mployment Suitability Assessment (ESA)**– appointment to our Office depends on the outcome of an ESA.
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Positive Vetting clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEST on the closing date.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the Executive Level 1. Information about the ILS is available on the Australian Public Service Commission website.

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

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=4BA153EB-25EE-A162-E8DA-E4370E

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Defence

Vacancy VN-0762865

Department of Defence

Closing Date:Sunday 05 October 2025

NAVY
Fleet Command

Job Title	Purchasing Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	$79,176 - $86,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	NAVY/07505/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B7D7F742-6796-14CC-C61C-E436D47CBEA3

Duties

The Role

Fleet Logistics Hub-North (Cairns) is responsible for the shore-based support of all home ported and visiting Fleet Units.

You will be accountable for the efficient management of budgets and purchasing under the direction of your immediate supervisor to sustain all Fleet units with the Cairns and greater Northern support region. You will be required to work as part of a waterfront focused team supporting the Officer-In-Charge FLH-N Cairns in managing the procurement budgets for FLH-N Cairns and all fleet units within the area. This will require the maintenance of financial spreadsheets, registers and associated evidence keeping within the Defence Objective environment.

Our Ideal Candidate:

- Experience in a logistic/procurement role.
- Have a keen eye for detail.
- Ability to interpret and comply with legislative, policy and regulatory frameworks.
- Experience in identifying and implementing timely outcome-based solutions in logistics and sustainment.
- Enjoys working independently and also, as a team player in a dynamic team environment.
- Has strong stakeholder engagement and people skills supporting a wide variety of customers and stakeholders
- Have a good level of computer literacy, including with inventory management and administrative systems.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable to the needs of the customer.

About our Team

Located in HMAS Cairns, Fleet Logistics Hub - North (Cairns) provides support to HMAS Cairns Fleet based units and visiting vessels, reporting through to OIC FLH-N in day-to-day business requirements. This is a mixture of highly experienced Australia Public Service professionals and Military officers and sailors with diverse backgrounds and experiences..

Our Ideal Candidate

To be successful in this role you will:

Have a keen eye for detail.

- Be capable of working with and flexibly supporting a wide variety of customers and stakeholders.
- Support the management of the priorities and needs of the customers to meet and exceed their expectations.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable to the needs of the customer.
- Have a good level of computer literacy including with logistics and administrative systems.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Laura Caspersonn, 0493 254 999
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7D7F742-6796-14CC-C61C-E4

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Defence

Vacancy VN-0762963

Department of Defence

Closing Date:Sunday 12 October 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Technical Officer
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	$69,898 - $77,016
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Richmond
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	DFG/07548/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9575EF17-7E3A-E7EC-9BD6-E4370EF2FE9D

Duties

The Role

Financial Systems and Operations Branch within Defence Finance Group are seeking a motivated and high performing individual to support the Defence Accounts Receivable team in the Directorate of Treasury and Accounts Receivable. This is an opportunity for a debt collection professional to contribute to all aspects of debt management in a large Commonwealth agency. An APS3 Debt Collection Officer will establish priorities, while exercising some autonomy about how their work is performed. You will undertake specialist debt collection, procedural, clerical, administrative support or operational tasks including research and analysis activities to support their work unit. The work may have an element of complexity. This role offers work of high strategic importance to Defence in a diverse, dynamic and supportive Branch.

Your key responsibilities may include:

- Accountable to deliver a high level of customer service and understand policy and procedures to provide information to clients.
- Perform and monitor financial operations activities under limited direction to ensure the accurate processing of financial documentation in a team environment.
- Monitor own progress in allocating work, resources and determining work priorities to meet business outcomes.

- Identify and raise issues related to processing of financial documents in accordance with Defence policies and procedures, including development of local procedures.
- Demonstrate experience in the use of financial management systems and apply expertise for financial operations activities.
- Build and sustain effective relationships with team members and stakeholders and actively participate in team work.
- Work collaboratively with others in a changing work environment.
- Motivate, inform and support other team members to build increased capability in financial operations skills and systems.
- Interpret and comply with relevant legislation, Defence policy and processes on financial operations activities.

About our Team

We are a small team that provides Accounts Receivable processing and debt collection management for Defence, Australian Signals Directorate and the Australian Submarine Agency. The team’s tasks range from general enquiries, clarification and confirmation of data, engagement with business areas, key stake holder management, basic and advanced debt collection, referrals to the Defence Mercantile Agent, liaison with Bankruptcy Administrators, Audit and Fraud teams and Defence Legal.

Our Ideal Candidate

Our ideal candidate for Debt Collection will:

- Communicate and negotiate in a strong, clear and concise manner.
- Have a passion and commitment towards customer service in a fast-paced environment.
- Understand and follows procedure, policies and processes to complete a range of debt collection and processing tasks.
- Be digitally aware and use technology to undertake operational work in a financial environment.
- Work well within a team based environment and seek efficiencies in process.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Julie Dawson, 02 4579 3322
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9575EF17-7E3A-E7EC-9BD6-E4

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Defence

Vacancy VN-0762985

Department of Defence

Closing Date:Sunday 05 October 2025

Associate Secretary Group
Business Transformation

Job Title	Collaboration Consultant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/07668/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=10A2E993-7799-DB85-F216-E437107A98BA

Duties

The Role

The Collaboration Consultant is a facilitator of the seen and unseen moving parts of co-design engagements. They build and deliver impactful experiences for our customers, creating the conditions for creativity and change by seamlessly carrying out the tasks that bring our designs to life. The role is critical to a smooth experience for our customers and sessions that deliver exceptional value to the organisation. We are seeking a Co-Design Consultant to join the core CDC team working to our Collaboration Manager. They will contribute to the energy of the whole team and customers and ensure barriers to collaboration and creativity are removed by playing many different roles.

Key responsibilities include:

- Lead Co-Design Delivery: Plan and manage the design and facilitation of co-design sessions, ensuring alignment with Defence priorities and effective use of collaborative methodologies such as MG Taylor and design thinking.
- Engagement Coordination: Oversee all logistics of co-design engagements, including sponsor liaison, crew onboarding, scheduling, and post-session follow-up, in collaboration with internal stakeholders.

- Content Development & Capture: Produce clear instructional materials and live scribe session content to support participant engagement and ensure accurate documentation of outcomes.
- Stakeholder Collaboration: Work closely with sponsors, SMEs, and facilitators to secure resources, speakers, and knowledge inputs required for successful session delivery.
- Session Output Management: Ensure high-quality production and delivery of co-design outputs, maintaining consistency, clarity, and alignment with strategic objectives.

You will lead a small team, fostering a culture of trust and creativity and championing continuous improvement. Your ability to build trusted relationships and navigate complexity will be key to shaping meaningful, enterprise-level change.

About our Team

As part of its ERP Transformation Program, the Department of Defence is establishing a new Co-Design Centre (CDC) to strengthen its capability in stakeholder engagement and collaborative solution development. The CDC will play a critical role in supporting the delivery of user-centered, effective outcomes that meet departmental needs and realise the full benefits of ERP investment. The CDC partners closely with the Business Operations Centre and the Value Chain Integration Office to deliver a unified, end-to-end approach that supports Defence in implementing its ERP solution. Together, we enable integrated business transformation by aligning strategy, systems, and people across the organisation. This is a pioneering initiative for Defence, reflecting a strategic commitment to more collaborative and inclusive ways of working.

Our Ideal Candidate

We are seeking dynamic, creative problem solvers who are passionate about design, collaboration, and innovation in service of the public good.

You will bring:

- Proven experience translating live insights into engaging environments and visually compelling knowledge artefacts.
- A creative mindset with a strong commitment to high-quality customer service.
- Willingness to learn and contribute across diverse domains including environment design, production, music, graphics, research, photography, and video.
- Experience delivering high-impact collaborative design or innovation initiatives in complex settings; familiarity with design thinking or MG Taylor methods is highly desirable.
- A collaborative approach, adaptability in dynamic teams, and resilience in evolving or ambiguous contexts.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Anna Nilsson, 02 5130 8820
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=10A2E993-7799-DB85-F216-E43

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Defence

Vacancy VN-0763082

Department of Defence

Closing Date:Sunday 05 October 2025

ARMY
Special Operations Command

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW
Salary	$79,176 - $86,438
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/07492/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B2489893-FB83-C3A9-AB8E-E4370C8013FB

Duties

The Role

As an Administration Officer, you will help manage accurate records of training, qualifications and skills for Army personnel. This information ensures that personnel receive the right pay, access to training and recognition for their achievements.

Key responsibilities include:

- Entering and updating training and qualification information.
- Checking data for accuracy and coordinating correcting’s.
- Managing staff access requests to systems.
- Maintaining registers and records of activity.
- Preparing reports and supporting governance checks.
- Providing advice to colleagues on business processes.

About our Team

You will part of an integrated workforce made up of APS staff, military personnel and contractors who work collaboratively to deliver trade and training outcomes for Army. The team is small and focused, working closely across Defence to maintain accurate records and support personnel.

Our Ideal Candidate

Our ideal candidate will have skills in administration or transferrable skills from roles such as office support, customer service, data management or similar areas.

To be successful, you will bring:

- Strong attention to detail and a focus on accuracy.
- Good computer skills and the ability to learn new systems.
- Clear written and verbal communication.
- Ability to organise priorities and meet deadlines.
- Initiative and the confidence to work both independently and in a team.
- Integrity and accountability in how you manage information.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Briohny Reilly, 02 8222 9139
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B2489893-FB83-C3A9-AB8E-E4

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Defence

Vacancy VN-0763111

Department of Defence

Closing Date:Friday 24 October 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	DevOps Specialist, Computational Science Partnerships, AI and Machine Learning Partnerships - Various Positions
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fishermans Bend VIC
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DSTG/07753/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A9FD3348-DA6C-1073-7207-E436D1897C3B

Duties

The Role

Are you passionate about cutting-edge tech, agile teamwork, and making a real impact? Multiple exciting opportunities are now open for S&T5 roles within the Computational and Data Intensive Sciences (CDIS) Group — a powerhouse team driving digital transformation across DSTG.

At CDIS, we don’t just support research — we accelerate it. By partnering with DSTG researchers, we deliver high-performance digital science capabilities that empower computational science, data-intensive research, and software innovation. Our team thrives on solving complex problems with smart, scalable tech — and we’re looking for people who do too.

We’ve built some of DSTG’s most innovative platforms, including:

- **Tiddalik** – our on-premises large language model ChatBot
- **Katapult** – our robust software and machine learning development platform

We’re increasingly embedded in DSTG’s research community, shaping the future of Defence science through collaboration, creativity, and technical excellence.

Key Duties include:

- Lead and inspire a high-performing team of digital science professionals, fostering a culture of innovation and excellence.
- Own the delivery of critical services to DSTG users — from triaging requests to coordinating agile responses.
- Engage directly with a diverse range of researchers and Defence stakeholders to understand their unique, complex challenges — and help solve them.
- Contribute to national impact by providing high-level, evidence-informed advice that shapes Defence science and technology outcomes.
- Work flexibly — primarily onsite, with opportunities for remote work and occasional travel.

If you're a self-starter who thrives in dynamic teams and wants to work on meaningful tech that matters — we want to hear from you.

Role 1 – S&T5 Senior DevOps Specialist

Shape the future of Defence software engineering.

Join a small, elite team of DevOps innovators driving modern software development across DSTG. As a **Senior DevOps Specialist**, you'll be at the heart of a mission-critical capability — enabling researchers to build, deploy, and scale software using cutting-edge tools and practices.

This isn't just support — it's transformation. You'll work alongside passionate technologists from diverse backgrounds, helping uplift DevSecOps maturity across DSTG. Our team leads by example, embracing modern engineering principles and continuously exploring new technologies to stay ahead of the curve.

If you're a strategic thinker with deep technical expertise and a passion for modern DevOps, this is your chance to lead, innovate, and make a real difference.

Role 2 – S&T5 Team Leader Computational Science Partnerships

Bridge the gap between digital capability and scientific ambition.

Step into a leadership role within the Computational Partnerships Discipline, where innovation meets collaboration. As Team Leader, you'll guide a nimble, high-performing team that partners directly with DSTG researchers to unlock the full potential of digital science.

This team is the connective tissue between standard service offerings and bespoke research needs — identifying gaps, crafting tailored solutions, and building repeatable models that scale across Defence Science and Technology Group (DSTG). It's fast-paced, creative, and deeply rewarding work.

If you're a systems thinker with a passion for enabling science through smart technology and strategic partnerships, this is your chance to lead a team that's shaping the future of Defence research.

Role 3 – S&T5 Team Leader AI and Machine Learning Partnerships

Lead the charge in Defence AI innovation.

This is a leadership role within the Computational Partnerships Discipline, focused on enabling DSTG researchers and Defence clients to harness the full potential of AI and machine learning — especially in the rapidly evolving space of Large Language Models (LLMs).

As Team Leader, you'll guide a high-performing team that delivers both short-term, high-impact partnerships and longer-term strategic AI/ML projects. You'll work closely with researchers, technologists, and Defence stakeholders to explore smarter, faster ways to build and deploy domain-specific AI capabilities.

If you're a visionary technologist with a passion for AI, a knack for strategic thinking, and the drive to lead a team at the forefront of Defence innovation — this is your opportunity to make a lasting impact.

About our Team

The Research Technology and Operations (RTO) division is home to a multidisciplinary workforce of engineers, technicians, computer scientists, and digital specialists who deliver cutting-edge research services and technical solutions that underpin DSTG's scientific and operational excellence.

Within RTO, the Computational and Data Intensive Sciences (CDIS) Group plays a pivotal role in enabling Defence research through advanced digital science capabilities. From DevOps and software engineering to AI/ML and computational science partnerships, our teams work across DSTG to deliver agile, scalable, and impactful solutions that keep Defence science at the forefront of innovation.

We operate in a fast-paced, collaborative environment where curiosity, creativity, and technical excellence are valued — and where your work directly contributes to national Defence outcomes.

Our Ideal Candidate

We are looking for self-driven professionals with a strong foundation in computational science, software engineering, or AI/ML - and a passion for empowering others through technology. You thrive in agile teams, embrace change, and enjoy solving complex problems in partnership with researchers and technologists.

If you are ready to join a dynamic and supportive team committed to making a real impact in Defence research, we want to hear from you.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

position requires:

· academic qualifications in one or more of the following related fields of research; or

· relevant vocational qualifications; or

· relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4007 Control Engineering, Mechatronics & Robotics

Division 46 – Information & Computing Sciences

4601 Applied Computing

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

4612 Software Engineering

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4903 Numerical & Computational Mathematics

Notes

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

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To Apply

Position Contact	Alex Matison, 08 7375 1408
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A9FD3348-DA6C-1073-7207-E43

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Defence

Vacancy VN-0763116

Department of Defence

Closing Date:Friday 24 October 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	Discipline Leader Software and DevOps Environments
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC, Edinburgh SA
Salary	$139,681 - $167,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DSTG/07756/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=866937C1-A5C4-BAEE-D1E5-E436D0F56266

Duties

The Role

Discipline Leader –Software and DevOps Environments

Are you a senior software engineer or technologist passionate about empowering scientific research through cutting-edge software platforms? Do you thrive in complex, high-performance computing environments and want to make a real impact on national defence capabilities?

Join DSTG as the **Discipline Leader – Software and DevOps Environments**, where you'll lead a team of talented engineers and technologists in shaping the future of secure, scalable, and high-performance software environments for Defence research.

About the Role

Reporting to the Group Leader of Computational and Data Intensive Sciences (CDIS), you will:

- **Lead the design, development, and support** of DSTG's software engineering platforms, tools, and services.
- Champion **secure-by-design software development practices**, including dependency mirror hosting, automated code assurance, and secure container image pipelines.
- Drive the **development of an on-premises ML experimentation platform**, enabling Defence researchers to accelerate machine learning innovation.
- Collaborate across DSTG to ensure platforms meet the evolving needs of computational scientists and software developers.
- Identify and integrate **emerging tools and technologies** that enhance Defence research capabilities.

At CDIS, we don't just support research — we accelerate it. By partnering with DSTG researchers, we deliver high-performance digital science capabilities that empower computational science, data-intensive research, and software innovation. Our team thrives on solving complex problems with smart, scalable tech — and we're looking for people who do too.

What You'll Bring

We're looking for a visionary leader with:

- Proven experience in **leading software engineering teams** and delivering robust, scalable platforms.
- Deep expertise in **DevSecOps**, modern software engineering practices, and secure development lifecycles.
- A strong track record of **enabling scientific computing** and supporting diverse user communities in complex ICT environments.

- The ability to **communicate technical concepts clearly** to both technical and non-technical audiences, including Defence stakeholders and international collaborators.

Key Responsibilities

- Lead secure-by-design software development initiatives and platform engineering.
- Collaborate internally and with Defence stakeholders to align software environments with strategic goals.
- Represent DSTG at national and international forums, translating complex technical insights into actionable outcomes.

This is a rare opportunity to shape the digital backbone of Australia's Defence Science and Technology Software Development capability. If you're ready to lead innovation at the intersection of software engineering and scientific research, we want to hear from you.

About our Team

The **Research Technology and Operations (RTO)** division is home to a multidisciplinary workforce of engineers, technicians, computer scientists, and digital specialists who deliver cutting-edge research services and technical solutions that underpin DSTG's scientific and operational excellence.

Within RTO, the **Computational and Data Intensive Sciences (CDIS)** Group plays a pivotal role in enabling Defence research through advanced digital science capabilities. From DevOps and software engineering to AI/ML and computational science partnerships, our teams work across DSTG to deliver agile, scalable, and impactful solutions that keep Defence science at the forefront of innovation.

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Our Ideal Candidate

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If you're ready to join a dynamic and supportive team committed to making a real impact in Defence research, we want to hear from you.

Highly Desirable Attributes

- Proven experience in **software engineering and computational science**
- A **Bachelor's degree or higher** in a relevant field, or equivalent practical experience.
- Strong interpersonal skills and experience working with **scientists, researchers, and engineers** to understand and support their objectives.
- Experience applying digital science capabilities in a **Defence or mission-critical context**.
- Demonstrated ability to **lead and contribute within agile teams**, including sprint planning and workflow coordination.
- Ability to help **define and communicate technical vision and strategy** within a team or discipline.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T6/EL2 Discipline Leader - Computational Science, Data Science & Autonomy position requires:

· academic qualifications in one or more of the following related fields of research; or

· relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4007 Control Engineering, Mechatronics & Robotics

Division 46 – Information & Computing Sciences

4601 Applied Computing

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

4612 Software Engineering

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4903 Numerical & Computational Mathematics

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To Apply

Position Contact	Alex Matison, 08 7375 1408
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=866937C1-A5C4-BAEE-D1E5-E4

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Defence

Vacancy VN-0763169

Department of Defence

Closing Date:Sunday 12 October 2025

NAVY
Deputy Chief of Navy

Job Title	Information & Records Management Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/07766/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AD4C065D-C6DB-446C-3276-E435A7ED1C8F

Duties

The Role

Navy Headquarters is seeking an APS 5 Information & Records Management Officer to lead a small team providing a range of business and information support functions for the Office of Chief of Navy (OCN) and Chief of Staff Navy Headquarters (COS NHQ). As a team, you will provide registry functions to OCN, provide detailed information and records management functions & advice to Navy units, conduct audits & assurance tasks, contribute to strategic planning & programs and drive innovative change in support of COS NHQ business outcomes.

The APS 5 Information & Records Officer will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. Excellent communication and stakeholder engagement skills are essential and the ability to think outside the box to find innovative solutions.

Applicant will need to demonstrate their skills against some of the key duties of the role which are:

- Lead a team by managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Manage registry functions in accordance with established procedures.
- Manage information and records management activities in accordance with relevant legislation and Defence policies and procedures.
- Provide advice to stakeholders in relation to the life cycle of information, records management activities and relevant legislative and administrative guidance.
- Take the initiative to develop and implement information and records management procedures to achieve continuous improvement.
- Conduct compliance monitoring and reporting activities for systems and practices.
- Interrogate internal and international databases to obtain relevant information for implementation and control into Defence publications and procedures.
- Have experience managing and controlling security classified Defence documentation and information.

About our Team

Working to the Director Business Chief of Staff Navy Headquarters (DB COS NHQ), you are part of the executive team that is embedded in a dynamic environment, supporting Navy staff to deliver capability and achieve governance through Navy Outcome 5.

You will be part of the COS NHQ Business Team, which currently consists of 12 people who are striving to create business improvement, increase governance & assurance functions, and find innovative ways to update administrative practices to better meet the business need. You are accountable for a small team who have a key focus on processing correspondence for the Office of Chief of Navy (OCN), providing specialist advice & support related to records & Objective management and becoming the centre of expertise for security requirements for Navy Headquarters.

Our Ideal Candidate

The ideal candidate will be highly motivated, have high levels of administrative and organisational abilities and excellent time management skills and experience with team management and records management requirements.

To succeed in this role, applicants will be required to demonstrate:

- The ability to successfully lead, manage and mentor a team.
- Subject matter expertise on records management activities.
- Work within legislation, policy and procedures.
- Excellent judgement, problem solving skills and initiative.
- Excellent liaison skills.
- Well-developed oral and written communication skills.
- Ability to work independently and as part of a small, high performing team.
- Ability to handle highly sensitive information in accordance with government security requirements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kylie Asanovski, 02 5131 7656
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AD4C065D-C6DB-446C-3276-E4

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Defence

Vacancy VN-0763190

Department of Defence

Closing Date:Sunday 12 October 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Principal Maintenance Manager and Engineering Professionals - Multiple Positions
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Henderson WA
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Henderson
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/07760/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5DD92870-C72B-3431-9243-E435A9AC2AEA

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch is seeking professional, motivated and experienced EL 1 Engineering Professionals to support the delivery and sustainment of cutting edge capability.

You will be part of a dynamic team overseeing the update, upgrade and upkeep of integrated warfare and combat systems for the Royal Australian Navy's surface fleet, and their related support systems. This may include the coordination of maintenance activities with the OEM, in regional maintenance centres, at the waterfront, or out at sea.

Ideally, you will have a maritime background, with experience across one or more of the following; marine engineering, mechanical or combat systems, electrical, communication, mechanical, and mechatronics.

Engineering Maintenance Professionals (incl. Principal Maintenance Manager (PMM), Maintenance Support Manager): These positions are responsible for the assurance of Organic

and External Maintenance activities for combat systems across the in-service surface fleet as well as the day to day engineering maintenance tasks and activities including regular and corrective maintenance. Responsibilities include (but not limited to):

- Ensure that planned, urgent and rolling maintenance activities align with the baselines set by the Principle Engineer (PE), and are in accordance with MIWS Authorised Materiel Seaworthiness Delivery Organisation (AMSDO).
- Assurance of external maintenance periods and organic and external condition based maintenance activities, in collaboration with various stakeholders including: Class Lifecycle Engineer Officer (CLEO), Regional Maintenance Centres (RMCs), PE, and Principle Support Manager (PSM).
- Assurance of maintenance systems for new products acquisitions.
- Ensure risks associated with deficiencies in specific elements of the maintenance regime are articulated, mitigated So Far As Reasonably Practicable (SFARP) and escalated if necessary to the relevant authorities.
- Engage effectively with the PSM and the PE to achieve a coordinated AMSDO response to the requirements of the Operating and Support Intent (OSI) and the Materiel Support Management Plan (MSMP).

Engineering Professionals (incl. Engineering Manager, Engineering Subject Matter Experts) : These positions will play a critical role in managing complex engineering and project activities and provide expert engineering advice, implement technical governance, and oversee engineering processes to ensure compliance with regulatory frameworks and Defence policies. Leading a team of engineers, you will drive capability outcomes through stakeholder engagement, risk management, and the integration of engineering solutions across the capability lifecycle.

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

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

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within NSSG. We work across both Acquisition and Sustainment environments to

develop and deliver products into new shipbuilding programs and to provide update, upgrade and upkeep of products to the existing Navy fleet, giving staff exposure to a wide variety of high profile maritime projects.

The various Directorates manage products and projects across the following categories of systems; Weapons, Accelerated Strike, Phased Array Radar (PAR), Above Water Sensors (AWS), Navigation, Under Sea Warfare (USW), Communications, Electronic Warfare (EW) and Enterprise Training.

Our Ideal Candidate

MIWS are looking for an enthusiastic, motivated candidate with excellent personal attributes and a strong knowledge of governance to join our Branch. We pride ourselves in a positive, collaborative and supportive workplace culture. For us it’s all about teamwork and we want people who want to be a part of the culture we’ve created.

Our ideal candidate will enjoy working in a dynamic workplace across a wide variety of projects and products. The candidate will be energetic and able to create and maintain positive working relationships with internal and external stakeholders.

The ideal candidate will have the following attributes and can demonstrate:

- Demonstrated engineering experience in support and maintenance within an Authorised Engineering Organisation and an Authorised Maintenance Organisation.
- Experience in Navy sustainment.
- Engineering experience and insight into combat systems, other integrated warfare systems and/or engineering management of major systems integration
- Ability to lead a diverse team and to mentor staff.
- Mature judgement, professionalism and high level interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to build and sustain successful working relationships.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification

gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a

Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered

Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia)

or Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status

within 12 months.

Notes

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To Apply

Position Contact	MIWS Workforce, miws.workforcemanagement@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5DD92870-C72B-3431-9243-E43

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Defence

Vacancy VN-0763225

Department of Defence

Closing Date:Sunday 12 October 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/07789/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CF4766D5-11F1-D113-8E7C-E4365ACACBA4

Duties

The Role

As an APS 6 Capability Analyst, working in the Guided Weapons and Explosive Ordnance (GWEO) Group, you will work on some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

As part of the Manufacturing Assessment and Optimisation (MA&O) Directorate within the Strategy and Pans Branch, you will have the opportunity to:

- Develop frameworks to support the analysis of GWEO manufacturing proposals;
- Review, assess and make recommendations on capability proposals for domestic manufacturing;
- Apply your understanding of broader Defence policy and strategic objectives when undertaking capability analysis;
- Be accountable for accurate completion of work within timeframes and sharing expertise;
- Build and sustain collaborative relationships with internal and external stakeholders.

This role is eligible for Building Defence Capability Payment (BDCP), in addition to base salary under the Defence Enterprise Collective Agreement (DECA), for occupational disciplines/classifications that are critical to Defence capability.

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

About our Team

The Manufacturing Assessment and Optimisation (MA&O) Directorate is an integral part of the Strategy and Plans (S&P) Branch which is part of the Guided Weapons Guided Weapons & Explosive Ordnance (GWEO) Manufacturing Division. The Branch provides essential strategic guidance and support services for the GWEO Manufacturing Division, ensuring alignment with national objectives and international partnerships. This supports the establishment of a domestic GWEO manufacturing capability to ensure Defence has access to the munitions needed to keep Australia safe and improve supply chain resilience.

The MA&O Directorate is responsible for identifying an optimal pathway for the development of GWEO manufacturing, aligned with the Defence Industry Development Strategy (DIDS) and 2024 GWEO Plan.

We are dedicated to providing staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding.

Our Ideal Candidate

As an experienced APS 6 Capability Analyst you will be required to demonstrate a wide range of skills, however the specific competencies below are critical to success within the APS Capability Analyst role:

- Leadership and Initiative - lead by example, take responsibility, calculated risks, and demonstrate initiative, lead and build a high performing team.
- Stakeholder Engagement - be a clear communicator, ability to quickly build relationships, network, and interact well across all levels of the APS, Australian Army and our industry partners.
- Analyse and Execute - seek clarity, make judgements, think systemically, problem solve, produce solutions and execute on those solutions.
- Planning and Organisation - set objective, plan, establish contingencies, manage time, resources, risk and people, and monitor progress.
- Adapt and Respond - accept new ideas, adapt to interpersonal styles, show sensitivity to different cultures or backgrounds and the ability to adapt to changing requirements and respond appropriately.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Tony Walsh, 02 5108 6009
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CF4766D5-11F1-D113-8E7C-E4

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Defence

Vacancy VN-0763228

Department of Defence

Closing Date:Monday 13 October 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Amberley, Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/07288/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1FAD2B8D-916B-D3EB-06D7-E4365B54E074

Duties

The Role

As an APS 6 Commercial Officer within the Department of Defence, you will play a key role in supporting the delivery of commercial and procurement outcomes aligned with departmental and government policy. Working closely with the Commercial Manager, you will contribute to the development, negotiation, and management of contracts, ensuring compliance with legislative frameworks and providing sound commercial advice to decision-makers.

Your responsibilities will include:

- Drafting and reviewing contract documentation
- Supporting procurement planning and risk management activities
- Ensuring probity, transparency, and alignment with the Commonwealth Procurement Rules

You will also assist in financial management tasks such as tracking contract deliverables, preparing financial reports, and identifying efficiencies to support sustainable project outcomes. This role requires strong engagement with internal stakeholders and industry partners to achieve value for money outcomes that support Defence capability objectives.

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

About our Team

This position is part of the Commercial team within the Collaborative and Autonomous Systems Project Office (CASPO). The team provides critical contracting, procurement, and probity support to enable the successful delivery of CASPO’s objectives.

You will collaborate with professionals across project management, engineering, testing, operations, and corporate functions in a multidisciplinary environment. The team fosters a supportive and knowledge-sharing culture, ensuring holistic delivery of outcomes.

As a member of this team, you will be exposed to commercial activities involving cutting-edge developmental technologies, including the integration of new Collaborative Combat Aircraft capabilities into the Royal Australian Air Force (RAAF).

Our Ideal Candidate

We are seeking a motivated and experienced professional with a strong background in government procurement and contracting, ideally within a Defence project environment. You thrive under pressure, meet tight deadlines, and bring strategic thinking and problem solving skills to complex commercial challenges.

Key attributes include:

- Excellent communication and stakeholder engagement skills
- Strong attention to detail and analytical capability
- Demonstrated experience in procurement, contracting, and probity
- Sound understanding of public sector financial and procurement processes

A relevant tertiary qualification or practical experience in law, business, procurement, or a related field is highly desirable. Prior experience as a Commercial Officer and familiarity with Defence's unique operating environment will be highly regarded.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Megan Herron, 07 5362 5068
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1FAD2B8D-916B-D3EB-06D7-E4

Defence

Vacancy VN-0763254

Department of Defence

Closing Date:Monday 13 October 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	ICT Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Laverton
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/07651/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=66DBBE1C-E518-C3AA-6311-E436955A87B9

Duties

The Role

The ICT Manager will work in a cross functional team to support the delivery, operate, and continuous improvement of ICT services. You will oversee service performance, support changes and integration upgrades, and ensure services are delivered in line with organisational requirements and governance frameworks.

You will support directorate governance activities through administration, roadmaps, delivery reporting and reviews, while contributing to portfolio and project management methods to deliver predictable and reliable outcomes.

As an APS6 ICT Manager you will:

- Oversee ICT delivery and performance, ensuring compliance with Service level agreement (SLA) policies, and governance.

- Support changes and integration upgrades, applying Information Technology Infrastructure Library (ITIL) practices to enable effective service operations.
- Support directorate governance activities through administrations, finance, procurement, roadmaps, delivery reporting, and reviews.
- Engage with Defence users, partners, and vendors to balance priorities and achieve agreed outcomes.
- Provide advice, documentation, and guidance on service processes, reviews, and improvement initiatives.

About our Team

Joint Capabilities Group (JCG) was formed in July 2017 and has continued to evolve since its inception. We are a fully integrated civilian-military-contractor workforce, drawing on high-quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values.

JCG is a multi-domain Group comprising of Space, Cyber and the Defence Networks, and delivering Military Strategic Effects and Logistics for the Defence Enterprise Cyber Operations Division (COD), responsible for the integration, operation, management and security of Defence's global strategic communications capability that enable military operations and support Defence business.

COD is also responsible at the strategic level to the Chief of Defence Force and Chief of Joint Operations for advice and technical control for the Command, Control, and Communications and Cyber security in support of ADF Operations.

COD consists of four branches:

- Service Management Branch (SMB)
- Enterprise Technology Operations Branch (ETOB)
- Defence Strategic Communications Branch (DSCB)
- J6 Operations Support (J6OS)

SMB promotes and manages the integration of cyber providers and monitors services to ensure a positive and seamless user experience. SMB also supports users globally through various communication channels including digital self-help, Service Centres and desk-side support.

ETOB works with Defence business owners to improve the security, performance and stability of the application and platform services that enable military capability and support Defence enabling services. ETOB manages applications across finance, human resources, logistics, information management, whole of government and security domains. ETOB is also responsible for Defence enterprise cloud services, End User Computing, application hosting services and data centre management for Defence.

The DSCB provisions strategic communications to support the ADF worldwide, lead incident and fault management for deployed and enterprise ICT systems, manage the sustainment of Defence's deployed networks, operate the Defence Communications Master Station and tactical interface stations across Australia, and is the authority for cryptographic equipment.

DSCB is also responsible for a Multi-Disciplinary Team (MDT) which has responsibility for Defence mobility. Lastly, DSCB is responsible for the vital certificate management, data synchronisation and directory services essential for the authentication of all our personal identities that govern so much of how we operate online.

The J6OS Branch provides specific staff support to the Head of Cyber Operations in his capacity as the Strategic J6 and his accountabilities to the Chief of Joint Capabilities. The J6OS Branch is responsible for the management and oversight of specified military and High Frequency capabilities, interoperability with allied and other coalition partners and management of the Electromagnetic Spectrum Defence Spectrum Office.

Our Ideal Candidate

We are seeking applications from candidates who are innovative, practical and solutions focused. The role involves engaging stakeholders across Defence, suppliers, and delivery partners to ensure ICT services and systems are effectively governed, operated, and continuously improved.

They will demonstrate sound judgement and initiative in resolving complex issues, support changes and integration upgrades, and apply management practices in complex ICT environments. The role requires strong governance and analytical skills, with the ability to interpret policy, apply frameworks, and provide authoritative advice to support Defence outcomes.

The ideal candidate will bring experience in ICT processes and an understanding of the frameworks ITIL or equivalent. They will demonstrate strong communication and negotiation skills, enabling them to influence outcomes and balance competing priorities across diverse stakeholders.

An APS6 ICT Manager may coach others or lead small teams and be accountable for the outcomes of their work area. They will contribute to capability uplift through mentoring and feedback while maintaining a commitment to professional development.

Eligibility

Security clearance:

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

Notes

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To Apply

Position Contact	Catherine Kruss, 03 8326 0053
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=66DBBE1C-E518-C3AA-6311-E4

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Defence

Vacancy VN-0763255

Department of Defence

Closing Date:Sunday 12 October 2025

NAVY
Head Navy Engineering

Job Title	Deputy Director Contracts and Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/07777/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D149431D-723A-2B69-6737-E43695B33F57

Duties

The Role

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

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

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

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

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

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

About our Team

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

This position will be based at Campbell Park, ACT.

Our Ideal Candidate

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

As Deputy Director Contracts and Finance, you will:

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

Eligibility

Security Clearance:

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

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To Apply

Position Contact	Mrs Brydie Lanham, 02 5108 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D149431D-723A-2B69-6737-E43

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Defence

Vacancy VN-0763274

Department of Defence

Closing Date:Monday 13 October 2025

NAVY
Deputy Chief of Navy

Job Title	Policy Author
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/07824/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=32A2842E-CD77-4BA0-3639-E43696EA3E03

Duties

The Role

The Directorate of Navy Governance is seeking 2 x EL 1 Policy Authors who are required to manage and implement the Navy Library's (N Library) authoring program on behalf of SO1 N Library. Policy Authors will also undertake editorial, research and analysis tasks to support development of publications across a broad range of Navy areas. The N Library is Navy's knowledge repository containing Navy's policy, doctrine, frameworks, systems of management, orders, processes, instructions and procedures that facilitate the achievement of the Navy Mission. In partnership with Navy subject matter experts, Policy Authors will be required to draft new Navy policy, frameworks and management systems. They will also assist the N Library business analysts with the authoring of Australian Navy Publications based on Navy's business process diagrams to ensure the processes are accessible at sea.

You will exercise both initiative and judgement in the development of Navy policies, frameworks and management systems, and display exceptional attention to detail when proofreading and editing publications on behalf of Navy's subject matter experts.

Applicants need to demonstrate skills and abilities in relation to some/all of the key duties being:

- Manage and implement the Navy Library's authoring program on behalf of SO1 N Library.

- Work collaboratively with Navy's subject matter experts to develop new publications covering policies, governance frameworks, systems of management, processes and procedures for inclusion in the N Library.
- Undertaking research, analysis and stakeholder engagement activities to collect and collate publication content, and the subsequent drafting, formatting and editing of that content into an N Library publication.
- Review, revise, format and edit complex documents including Navy's policy publications, governance frameworks, management systems and processes.
- Partner with N Library's business analysts to transition business process diagrams into publication content, ensuring consistency between the two.
- Develop an extensive understanding of Navy's governance framework and how it interacts with the One Defence model.
- Be/Become an expert in Defence writing with an ability to structure disparate content into a concise, readable format aligned to N Library structure and format.
- Assist stakeholders in understanding the N Library authoring process and their obligations with respect to achieving authoring outcomes.

About our Team

Working to the Director Navy Governance, you are part of a team that is embedded in a dynamic environment, and consisting of a blended workforce of ADF and APS supporting Navy Outcome 5. The N Library team is responsible for development and maintenance of the N Library which is Navy's online knowledge repository for policy, governance frameworks, doctrine, process and other documentation used by Navy to achieve its mission.

Our Ideal Candidate

The ideal candidate will have a demonstrated ability to author and edit complex documents, be highly motivated, have high levels of administrative and organisational abilities, excellent time management skills, and preferably a background in Defence (or similar) policy development or publication/doctrine development.

To succeed in this role, applicants will be required to demonstrate:

- The ability to lead a team to achieve directed outcomes.
- Excellent stakeholder engagement and verbal communication skills.
- Excellent judgement, problem solving skills and initiative
- Excellent writing skills, with an ability to author complex policy, governance, systems of management and process publications in accordance with the Defence writing guidelines.
- Ability to work independently and as part of a small, high performing team.
- Ability to handle highly sensitive information in accordance with government security requirements.

Eligibility

Security clearance:

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

Notes

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

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To Apply

Position Contact	Fiona Henderson, 02 6132 7013
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=32A2842E-CD77-4BA0-3639-E43

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Defence

Vacancy VN-0763280

Department of Defence

Closing Date:Thursday 16 October 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Laverton
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/07655/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A1A2B2D1-7CF9-5D46-9DA3-E43697AC91FF

Duties

The Role

An APS 6 Contract Management Officer in Defence operates under broad direction to manage complex contract-related tasks, ensuring compliance with legislative frameworks and Defence policies. They work independently with autonomy, applying initiative and judgement in interpreting policy and procedures.

The role involves providing expert technical, professional, and policy advice, and contributing to strategic planning, project management, and policy development. APS 6 Officers may lead teams, set priorities, manage workflows, and build capability through coaching and feedback. They may also hold people and financial responsibilities to achieve work unit outcomes.

Strong stakeholder engagement is essential, with responsibilities including managing complex issues and responding to stakeholder needs to support Defence objectives. The role demands leadership, strategic thinking, and a commitment to continuous self-improvement and professional development.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise

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

About our Team

Enterprise Technology Operations Branch (ETOB) delivers quality ICT services to Defence in support of military operations and corporate business. Our purposes and activities centre on supporting ICT operations and maintaining sustainable service levels to provide an effective ICT capability for our customers.

ETOB’s role in supporting Joint Capabilities Group (JCG) is integral to the ADF’s role in the protection and projection of national power. Our role will enable Chief of Joint Capabilities (CJC) and Chief Information Officer (CIO) to provide Defence users with access to a secure, reliable and integrated information, communications and technology environment.

Our Ideal Candidate

An APS 6 Contract Management Officer in Defence is responsible for managing procurement planning, tendering, contract formation, and contract administration, ensuring compliance with legislation and policy. They provide expert advice across procurement, legal, financial, and technical areas to support contract outcomes.

Officers prepare and manage documentation such as reports, strategies, risk reviews, and contract change proposals. They apply legal and commercial principles to manage performance and risk, and engage with stakeholders to resolve complex contract issues, often identifying alternative solutions.

The role involves building strong team relationships, participating in group activities, and contributing to performance improvement. Officers monitor contract performance, recommend mitigation strategies, and ensure supplier compliance. They seek feedback to confirm performance expectations and continuously improve contract management practices to support Defence objectives.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Steve Wilder, 02 5130 8618
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A1A2B2D1-7CF9-5D46-9DA3-E4

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Defence

Vacancy VN-0763281

Department of Defence

Closing Date:Thursday 23 October 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$120,303 - $135,701
Future Merit Locations	Williamtown
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/07800/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=412BF2C1-A284-A6DD-AF65-E4369725E73A

Duties

The Role

Located at the Royal Australian Air Force (RAAF) Base Williamtown in Newcastle region, the Air Warfare Systems Program Office (AWSPO) leads and manages a portfolio of highly complex projects and products in support of Air Force and Navy capability.

AWSPO, in partnership with industry, deliver the Lead-in-Fighter Training System, Advanced Training and Test Environment and Special Operations Air Warfare Capabilities in support of Air Combat Group, Air Warfare Centre and Maritime Warfare Centre.

As an EL 1 Product Manager, you will have an essential role in delivering these products utilising your project and asset management skills to improve Defence’s capability. In this role, you will have the opportunity to further develop your project or product management skills.

Professionalisation is a key focus within Capability Acquisition and Sustainment Group (CASG) and accredited training will be provided as part of the role. The role involves achieving product management outcomes and managing a diverse team of Air Force, Australian Public Service and contract personnel.

Product Managers manage teams and monitor performance to achieve SPO outcomes. The role provides advice and support to the Executive and contribute to delivering organisational outcomes.

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

About our Team

Air Warfare Systems Program Office (AWSPO) is an integrated work environment located at RAAF Base Williamtown in the beautiful Port Stephens region of NSW.

You will have access to beaches and the local lakes and rivers. Take a short drive to the Barrington Top Mountains for hiking and the Hunter Valley for vineyards and entertainment venues. Explore the beautiful city of Newcastle with its countless wonderful cafés and restaurants.

As our people are our greatest asset, you can be assured you will be supported to innovate, create value, and proudly play a meaningful role, finding your sense of purpose. We offer a flexible, engaging and supportive setting that focuses on development and support of its employees. Grow your career in a dynamic and collaborative environment.

Within Aerospace Systems Division, AWSPO leads and manages a portfolio of projects and products in support of Air Force and Navy capability. This includes the management of acquisition projects in various phases of the capability life cycle including the AIR5438 Phase 2 Lead-In Fighter Capability Upgrade program.

AWSPO, in partnership with industry, also manage three sustainment products: the 127 Hawk Lead-In Fighter, which supports air combat operations through aircraft and off-aircraft systems, delivering aircrew introductory fighter training; Advanced Training and Test Environment (ATTE), which improves Air Force and Navy lethality and survivability through the delivery of a threat representative training environment; and the Special Operations Air Warfare Program, supporting through the coordination, provisioning and sustainment of combat equipment.

Employees can access flexible working arrangements to support work life balance and an attractive remuneration package with a generous superannuation contribution of 15.4%.

Our Ideal Candidate

We are looking for people with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities.

The successful candidate will be an experienced people leader and will possess project, asset management and planning skills, as well as organisational and interpersonal skills with a strong focus on performance, governance and attention to detail.

We are looking for leaders who can demonstrate their ability to manage priorities for themselves and their team to deliver organisational capability.

Key attributes and experience we are looking for:

- Demonstrated performance in people management and leadership in a multi-disciplined team;
- Demonstrated ability to be an effective team member;
- Demonstrated effective interpersonal communication skills, including strong emotional intelligence, resilience and adaptability;
- Demonstrated ability to support strategic direction through planning and governance functions, set work area priorities, manage workflows, develop strategies and evaluate business outcomes;
- The ability to respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables;
- The ability to understand the ‘big picture’ to identify any emerging opportunities or threats in relation to your program of work;
- Utilising your project and asset management skills, be responsible for the management of schedule, risk, budget, resources and the preparation of briefings, submissions, reports and returns relating to product progress and issues that arise in accordance with organisational requirements;
- Risks and opportunities - ability to identify and take account of these in planning, decision-making and priority setting;
- The ability to read and apply policy in a general sense; and
- Product management experience and/or the ability to develop and interpret product documentation under limited direction.

The ability to learn is key as the right candidate will be supported with comprehensive learning and development opportunities and will enjoy close mentoring support by more experienced project and product management members of the team.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Nicholas Mason, 02 4077 8203
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=412BF2C1-A284-A6DD-AF65-E4

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Defence

Vacancy VN-0763287

Department of Defence

Closing Date:Sunday 12 October 2025

Defence People Group
People Policy & Development

Job Title	DGELP Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	$95,187 - $108,734
Future Merit Locations	Adelaide, Canberra, Melbourne, Newcastle
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/07767/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=58965D4C-C3CA-CE2D-AD9C-E43698345E65

Duties

The Role

As a Human Resources (HR) professional, you will play a key leadership role in shaping the future of Defence's workforce through the design, delivery, and continuous enhancement of our Graduate and Entry Level Programs. This is a unique opportunity to influence the early career experience of new entrants to the Australian Public Service (APS), ensuring participants are supported, developed, and empowered to build meaningful and impactful careers within Defence.

Multiple APS 6 positions are available across the Defence Graduate and Entry Level Programs (DGELP) Directorate, which oversees the full lifecycle of participant engagement from attraction and recruitment, through on-boarding and program delivery, to professional development and career transition. In this dynamic environment, APS 6 DGELP Team Leaders are instrumental in driving program success. You will lead key initiatives, collaborate with business areas, and provide expert advice to stakeholders, ensuring alignment with organisational capability needs and strategic workforce priorities.

Working closely with Assistant Directors, you will contribute to the achievement of business outcomes, foster a culture of continuous improvement, and champion participant care and program excellence across the Directorate.

About our Team

The Defence Graduate and Entry Level Programs Directorate, part of the APS Capability Branch, plays a vital role in building Defence's workforce capability by delivering programs that create a strong pipeline of diverse, skilled, and motivated talent.

The Directorate manages the Defence Graduate Program and various Entry Level Programs including the Science, Technology, Engineering and Maths (STEM) Cadetship Program, Indigenous Apprenticeship Program, Australian Government Career Starter Program and have a number of new programs and initiatives underway.

The Directorate ensures all participants are well-supported to thrive, while business areas benefit from engaged and capable employees who contribute to Defence's current and future needs.

DGELP work in close collaboration with Defence business areas, central agencies, universities and industry partners to ensure programs remain contemporary, competitive and responsive to evolving workforce needs. We are recognised as a positive, collaborative and supportive workplace where we are encouraged to innovate, share expertise and build professional capability.

Attraction and Recruitment

Attraction and Recruitment deliver the first stage of the graduate and entry level participant journey. These roles are responsible for attracting, engaging and supporting the selection of high-quality candidates for Defence's graduate and entry level pipelines, providing a seamless candidate journey from their first experience hearing of Defence, through to program placement.

They develop and deliver campaigns to promote Defence as an employer of choice, including digital content, promotional materials, outreach events and engagement with universities, vocational education institutions and industry partners. They design and manage recruitment processes that are fair, transparent and aligned with APS merit principles, guiding candidates through a comprehensive selection process to determine suitability with Defence.

An integrated approach ensures that candidates have a positive experience throughout their hiring journey, and supports Defence in attracting and selecting candidates who will thrive in our Graduate and Entry Level Programs.

Candidates with a background in marketing/attraction and/or APS recruitment are strongly encouraged to apply.

Participant and Program Management

Participant and Program Management is a key element in shaping Defence's future workforce through the strategic design, delivery, and oversight of Graduate and Entry Level Programs. With a strong emphasis on participant experience and program excellence, these roles ensure a seamless transition into Defence, providing tailored guidance, mentoring, and wellbeing support to foster early career success.

Through close collaboration with business areas, supervisors, and Defence leaders, these roles drive meaningful stakeholder engagement to align rotations and placements with organisational priorities and capability requirements. This partnership approach ensures that every program element contributes to building a skilled, agile, and future-ready workforce.

Committed to continuous improvement, this work involves monitoring program outcomes, gathering insights, and leveraging feedback to refine delivery and inform workforce planning. This continuous improvement approach not only supports individual development but also strengthens Defence's long-term capability and talent pipeline.

Learning and Development

Learning and development aims to enrich the participant experience through a diverse range of learning and development initiatives across the Defence learning and development model, subsequently providing capability uplift to business areas and the Defence workforce more broadly.

These roles are responsible for determining which initiatives are included in the DGELP Learning Experience, as well as design and delivery of initiatives. This includes (but is limited to) the Graduate Core Training Program, Graduate Enterprise Projects (to be piloted in 2026), military base tours, Defence Stories (Speaker Series), DGELP Masterclasses, field trips (e.g. Question Time at Australian Parliament House, the Australian War Memorial) and the DGELP Learning Passport. These roles are also responsible for design and delivery of networking events (to be piloted in 2026) for the whole-of-government Indigenous Graduate Pathway (IGP).

Our Ideal Candidate

We are seeking energetic and motivated individuals who are committed to delivering quality outcomes. Our successful candidate/s will:

- Lead a team/supervise junior staff members, allocate tasks and resources, set work area priorities, develop strategies and evaluate business outcomes.
- Deliver high quality work within deadlines, while mentoring and sharing expertise with less experienced colleagues.

- Manage the end-to-end development and delivery of DGELP projects, events, and initiatives to meet strategic objectives.
- Provide well-researched verbal and written advice on complex issues, ensuring compliance with relevant legislation, regulations, and policies.
- Build and maintain strong relationships with internal and external stakeholders, adapting to evolving needs to support business outcomes.
- Collaborate effectively in a team environment, actively contributing to meetings and influencing team direction and performance.
- Evaluate existing programs and provide strategic recommendations to enhance program design and delivery.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jessica Patterson, 02 5109 9543
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=58965D4C-C3CA-CE2D-AD9C-E

Defence

Vacancy VN-0763290

Department of Defence

Closing Date:Monday 13 October 2025

Defence People Group
Joint Support Services

Job Title	DECMS Knowledge Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/07812/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9CB75676-D97E-A987-285A-E436981DBE7A

Duties

The Role

The EL 1 Defence ERP Case Management Solution (DECMS) Manager is responsible for the quality assurance and quality control of information and data entered into the DECMS by Joint Military Police Unit personnel.

Your role will include:

- Producing reports on DECMS information to inform the Joint Military Police Unit and Senior Executives.
- Providing high level support to Joint Military Police Unit personnel (approx. 500 staff nationwide and overseas) navigating and entering data into the DECMS.

- Assisting the Role Steward in the allocation, review and removal of DECMS roles to personnel within the Joint Military Police Unit.
- Exercising both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

About our Team

The Joint Military Police Unit (JMPU) conducts specialist military policing from 26 Defence base locations, nationwide and overseas. The JMPU also offers support to the civilian police and the general community in Defence related matters. This position will give the successful applicant the opportunity to work in the JMPU headquarters, which is an integrated workforce within the Military Police environment.

Within JMPU, the Knowledge and Intelligence (K&I) Directorate is responsible for providing intelligence products and information management support to the policing aspects of JMPU. Within K&I, the Systems team manages the use of the Defence ERP Case Management Solution (DECMS), provides support and produces reports to support informed decision-making for Military Police and a range of stakeholders for a variety of purposes.

Our Ideal Candidate

To be successful in this role, the ideal candidate will:

- Be capable of working in and leading a diverse team and work in a collaborative and supportive manner to achieve outcomes for the Joint Military Police Unit and Defence.
- Understand and manage competing priorities, possess highly developed communication and organisational skills and thrive working in a fast-paced complex environment.
- Be required to identify, anticipate and respond to stakeholder’s needs and expectations to achieve Joint Military Police Unit and Defence outcomes.
- Work under limited direction to perform and achieve complex research and analysis work within an integrated workforce.
- Have knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.
- Contribute towards ongoing self-improvement and professional development.
- Have demonstrated experience with ICT and in particular SAP and S/4Hana and/or similar related systems with transferable skills.
- Have demonstrated experience with data reporting and analysis.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Tamara Telley, 02 6246 8142
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9CB75676-D97E-A987-285A-E4

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Defence

Vacancy VN-0763295

Department of Defence

Closing Date:Sunday 12 October 2025

Defence People Group
People Policy & Development

Job Title	DGELP Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Canberra ACT, Newcastle NSW
Salary	$86,887 - $93,066
Future Merit Locations	Melbourne, Adelaide, Canberra, Newcastle
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/07791/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D2FE4EE7-8E32-1296-0342-E43698D92E76

Duties

The Role

These are exciting and dynamic roles that will contribute to shaping the future of Defence's workforce through the design, delivery, and continuous enhancement of our Graduate and Entry Level Programs. This is a unique opportunity to influence the early career experience of new entrants to the Australian Public Service (APS), ensuring participants are supported, developed, and empowered to build meaningful and impactful careers within Defence.

Multiple APS 5 positions are available across the Defence Graduate and Entry Level Programs (DGELP) Directorate, which oversees the full lifecycle of participant engagement from attraction and recruitment, through on-boarding and program delivery, to professional development and career transition. In this dynamic environment, APS 5 DGELP Officers will provide operational and administrative support to ensure the smooth delivery of our Graduate and Entry Level Programs. You will support key program initiatives, work with business areas and provide high quality advice and guidance to stakeholders.

You will contribute to the achievement of business outcomes, foster a culture of continuous improvement, and champion participant care and program excellence across the Directorate.

About our Team

The Defence Graduate and Entry Level Programs Directorate, part of the APS Capability Branch, plays a vital role in building Defence's workforce capability by delivering programs that create a strong pipeline of diverse, skilled, and motivated talent.

The Directorate manages the Defence Graduate Program and various Entry Level Programs including the Science, Technology, Engineering and Maths (STEM) Cadetship Program, Indigenous Apprenticeship Program, Australian Government Career Starter Program and have a number of new programs and initiatives underway.

The Directorate ensures all participants are well-supported to thrive, while business areas benefit from engaged and capable employees who contribute to Defence's current and future needs.

DGELP work in close collaboration with Defence business areas, central agencies, universities and industry partners to ensure programs remain contemporary, competitive and responsive to evolving workforce needs. We are recognised as a positive, collaborative and supportive workplace where we are encouraged to innovate, share expertise and build professional capability.

Attraction and Recruitment

Attraction and Recruitment deliver the first stage of the graduate and entry level participant journey. These roles are responsible for attracting, engaging and supporting the selection of high-quality candidates for Defence's graduate and entry level pipelines, providing a seamless candidate journey from their first experience hearing of Defence, through to program placement.

They develop and deliver campaigns to promote Defence as an employer of choice, including digital content, promotional materials, outreach events and engagement with universities, vocational education institutions and industry partners. They design and manage recruitment processes that are fair, transparent and aligned with APS merit principles, guiding candidates through a comprehensive selection process to determine suitability with Defence.

An integrated approach ensures that candidates have a positive experience throughout their hiring journey, and supports Defence in attracting and selecting candidates who will thrive in our Graduate and Entry Level Programs.

Candidates with a background in marketing/attraction and/or APS recruitment are strongly encouraged to apply.

Participant and Program Management

Participant and Program Management is a key element in shaping Defence's future workforce through the strategic design, delivery, and oversight of Graduate and Entry Level Programs. With a strong emphasis on participant experience and program excellence, these roles ensure a seamless transition into Defence, providing tailored guidance, mentoring, and wellbeing support to foster early career success.

Through close collaboration with business areas, supervisors, and Defence leaders, these roles drive meaningful stakeholder engagement to align rotations and placements with organisational priorities and capability requirements. This partnership approach ensures that every program element contributes to building a skilled, agile, and future-ready workforce.

Committed to continuous improvement, this work involves monitoring program outcomes, gathering insights, and leveraging feedback to refine delivery and inform workforce planning. This continuous improvement approach not only supports individual development but also strengthens Defence's long-term capability and talent pipeline.

Learning and Development

Learning and development aims to enrich the participant experience through a diverse range of learning and development initiatives across the Defence learning and development model, subsequently providing capability uplift to business areas and the Defence workforce more broadly.

These roles are responsible for determining which initiatives are included in the DGELP Learning Experience, as well as design and delivery of initiatives. This includes (but is limited to) the Graduate Core Training Program, Graduate Enterprise Projects (to be piloted in 2026), military base tours, Defence Stories (Speaker Series), DGELP Masterclasses, field trips (e.g. Question Time at Australian Parliament House, the Australian War Memorial) and the DGELP Learning Passport. These roles are also responsible for design and delivery of networking events (to be piloted in 2026) for the whole-of-government Indigenous Graduate Pathway (IGP).

Our Ideal Candidate

We are seeking energetic and motivated individuals who are committed to delivering quality outcomes.

Our successful candidate/s will:

- Contribute to the development and delivery of DGELP projects, strategies, events and initiatives to achieve business outcomes.

- Research, develop, and provide high-quality verbal and written advice on moderately complex to complex issues.
- Interpret and apply relevant legislation, policies, and procedures to achieve business outcomes.
- Build and maintain effective relationships with internal and external stakeholders, facilitating the exchange of information to achieve shared goals.
- Work collaboratively in a team-based environment, actively participating in meetings and contributing to team objectives.
- Evaluate programs and recommend improvements to enhance program design and delivery.
- Supervise junior staff when required, including allocating tasks and resources, sharing expertise, and guiding less experienced team members.

Eligibility

Baseline Vetting:

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

Notes

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

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To Apply

Position Contact	Jessica Patterson, 02 5109 9543
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D2FE4EE7-8E32-1296-0342-E43

Defence

Vacancy VN-0763308

Department of Defence

Closing Date:Monday 13 October 2025

Security and Estate Group
Service Delivery Division

Job Title	Printing Officer
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	$69,898 - $77,016
Future Merit Locations	Laverton
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	SEG/07835/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=94F49BC8-9B7C-4148-D442-E4369B419191

Duties

The Role

As a Printing Officer you will perform straightforward printing, finishing, and distribution activities within an agile and multi-skilled workforce. Your responsibilities will include operating a range of printing and finishing equipment, managing printing software, and scheduling production requests. A keen eye for detail is essential, as you will manipulate and prepare documents to ensure they are accurate, fit-for-purpose, and aligned with customer needs.

You will work within a small team but have the opportunity to work autonomously where you will exercise your initiative and sound judgement to manage your workflow, interpret policy, and utilise your problem-solving skills. You may be required to provide some on-the-job training to colleagues, and contribute to team discussions and continuous improvement. Strong customer

service and communication skills are essential, as you will liaise with clients both verbally and via email to provide support, understand their needs to deliver high-quality products and services that meet diverse needs.

About our Team

The Directorate of Defence Print and Travel Services (DPTS) is the national service provider of print products for Defence. We provide both in-house and outsourced printing for the Australian Defence Organisation, including the APS, Army, Navy and RAAF. We provide a large variety of products including training manuals, banners, pamphlets, magazines, journals, maps, charts, doctrine and technical manuals. We offer a flexible working environment, free secure parking, and are located close to public transport. You will work in a small agile team accountable for the delivery of a range of print products to internal stakeholders. As part of this team, you will be working to enhance the customer experience ensuring print task requests are fit-for-purpose and provide the most suitable outcome. As part of this team, you will be agile in your thinking, proactive in engaging with you peer network and stakeholders, as well as have the ability to actively identify opportunities for improvements to service delivery.

Our Ideal Candidate

- Has ability to perform pre-production, printing, finishing and binding, distribution and procurement tasks.
- Demonstrates knowledge on the production of publishing related products and services.
- Has ability to operate print management and administrative systems to maintain workload requirements, including print management software (i.e. AccurioPro Flux or similar) and Adobe Acrobat, Microsoft Office products, and record-keeping applications.
- Exhibits a flexible attitude and willingness to work collaboratively with colleagues to ensure work is completed and dispatched in accordance with clients' requirements.
- Good interpersonal skills with the ability to communicate messages clearly and concisely.
- Takes the initiative to learn and comply with procedures, and legislative, policy and regulatory frameworks.
- Demonstrated administrative and record management skills and attention to detail.
- Seeks feedback from supervisor to gauge satisfaction and seek assistance when required.
- Has a commitment to continuous improvement, displays a positive attitude to change and is committed to continuing professional development.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Matthew Poulton, 03 9200 0931
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=94F49BC8-9B7C-4148-D442-E43

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Defence

Vacancy VN-0763317

Department of Defence

Closing Date:Sunday 12 October 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/07855/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A3392DBE-E4D5-0EC9-60B1-E436D15C2917

Duties

The Role

Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking a dynamic, highly motivated and skilled Business Intelligence Officer who is able to provide high level support to an integrated workforce.

The role is fast paced and requires strong organisational skills and a responsive approach to dealing with enquiries. You will be responsible for providing key business support services across a broad range of activities including; recruitment, business analysis, security, records management, workforce and mailbox management.

As the Business Intelligence Officer you will:

- Apply the skills, knowledge and experience necessary to provide advice and support for a range of corporate and business activities including unit security officer responsibilities, records management compliance, management of shared mailboxes and coordination of end-to-end recruitment.
- Assist in the development and review of standard operating procedures and work instructions.

- Support the day-to-day coordination of tasking and business activities whilst determining appropriate course of action to meet requirements.
- Engage and communicate with stakeholders to identify, respond and provide advice on issues in order to achieve directed work outcomes.
- Work collaboratively to build and sustain effective relationships.

The successful candidate may be able to commence a role with a lower clearance however, failure to attain the required security clearance may necessitate a role change.

About our Team

Land Command, Control, Communications & Computer Systems (LC4S) Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG.

The APS 5 Business Intelligence Officer role is based at Russell Offices and will be a member of the Land Communications & Specialist Systems (LCSS) SPO HQ. You will be part of a small, collaborative team and will provide support to product areas under the direction of the EL 1 Business Manager.

You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work.

Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice).

Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

The Joint Systems Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. LCSS SPO is seeking applicants with a knowledge of business processes and an ability to work with an integrated team to deliver business outcomes.

LC4S Branch is seeking applicants with a positive and collaborative attitude who is adept at working within a high-paced environment.

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

- Be highly motivated, organised and a proactive team player with excellent written and verbal communication skills
- Have experience working in an administration or support role, identifying opportunities for improvement and committed to achieving quality outcomes
- Have experience in the development and implementation of procedural, administrative and business support documentation, aligning with business requirements
- Effectively communicate insight derived from analysis to support decision-making.
- Build and sustain relationships with internal and external stakeholders, and exchange information to achieve business outcomes.
- Work collaboratively in a team based environment actively participating in and contributing to team meetings, and influencing the work area to achieve team objectives.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Meaghan Hamming, 02 6211 2123
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A3392DBE-E4D5-0EC9-60B1-E4

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Defence

Vacancy VN-0763320

Department of Defence

Closing Date:Monday 13 October 2025

NAVY
Fleet Command

Job Title	Executive Assistant to Commander of Surface Force
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$79,176 - $86,438
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	NAVY/07734/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=24254654-C7B4-7EED-8556-E436D16D138A

Duties

The Role

An employment opportunity exists for an EA to COMSURF to provide high-level administrative and executive support in a dynamic and operationally focused environment. The role requires discretion, initiative, and a strong understanding of organisational protocols to ensure smooth functioning of the COMSURF office and support to the Surface Force command team.

You are responsible to Deputy COMSURF for the management and oversight of preparedness and compliance requirements of Surface Force, including:

- Provide proactive diary management, scheduling, and coordination of meetings, briefings, and travel for COMSURF.
- Screen and manage correspondence, including postal requirements, email management, tasking, and official communications, ensuring timely responses and appropriate prioritisation.
- Maintain records and filing systems in accordance with Defence policies and procedures.
- Support the coordination of official visits, events, and ceremonial activities.
- Assist with task tracking, workflow management, and administrative support to the broader COMSURF team as required.

About our Team

Surface Force provides a working environment that offers you a diverse range of work in a highly specialised and high operational tempo environment. You will be supported by a close knit team and be encouraged to be innovative and adaptive to changing priorities and events. You will be provided with the training and support necessary to allow you to succeed in this vitally important area of Navy function and operation. Our people are expertly trained and leaders in their field.

Our APS workforce plays an integral role in Navy’s vision of excellence in service to the nation, and we are looking for dynamic and innovative people to join the team. As we build a Navy for the demands of tomorrow, we want people who are committed to Australia’s future, thrive on breaking new ground, and are driven to achieve outstanding results.

Our Ideal Candidate

The ideal candidate will have demonstrated experience in providing executive support within a fast-paced environment. You possess strong written and verbal communication skills, with the ability to prepare clear and logical documentation. You are proactive, detail-oriented, and committed to maintaining high standards of governance. Your interpersonal skills enable you to build and maintain effective stakeholder relationships. Experience contributing to team coordination and supporting operational outcomes is highly regarded.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	LCDR Daniel King, 02 8966 2689
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=24254654-C7B4-7EED-8556-E43

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Defence

Vacancy VN-0763324

Department of Defence

Closing Date:Sunday 12 October 2025

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/07807/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=94E3B1FD-FD21-4C9C-BC0D-E436D173ED84

Duties

The Role

The Executive Officer provides management and administrative support to the Executive Office and Division Head by overseeing divisional activities and advising the executive. This includes coordinating reporting, briefings, and communications, and liaising with the wider Division.

The role enhances strategic coordination, provides timely advice on risks and priorities, and facilitates communication across branches and with internal and external stakeholders.

Key duties may include:

- Interpreting legislation and policy to provide accurate and relevant advice
- Drafting and reviewing high-level documents, including briefs, presentations, proposals, and reports to a high standard, working closely with relevant subject matter experts across the Division
- Ensuring the Division Head is prepared and briefed for their engagements, including providing Board and Committee support
- Overseeing business process governance, operating budgets, records management, and audit support
- Collating, analysing, and reporting on business data (e.g. financial, workforce metrics)

- Leading workforce and establishment planning, including capacity management
- Managing HR processes and providing advice, including WHS and security compliance
- Leading and developing team members to achieve business outcomes
- Work collaboratively, build and sustain effective relationships, motivate and provide constructive feedback to the team and work area
- Assist the Chief of Staff with the daily operations of the Executive Office and provide any other support as required

About our Team

CASG exists to meet the Australian Defence Force's (ADF) military equipment and supply requirements, identified by Defence and approved by Government. CASG manages a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities supporting armed forces.

Our Ideal Candidate

The right person for this role will apply professional communication skills to collaborate within the team and external stakeholders, to plan, coordinate and maintain oversight of required business operations activities with leadership and strategic thinking. You will enjoy working across a variety of tasks and prioritising requests from various stakeholders.

Consultation and stakeholder engagement will be key to your success, ensuring you understand business requirements and effectively achieve results. You will be adept at using your initiative and business acumen to make informed decisions, present persuasive arguments and resolve problems.

You will have strong customer service and work ethic, always acting with professionalism and integrity, with close attention to privacy and confidentiality. Your ability to give and receive constructive feedback will support you and the team to review and improve processes through innovative thinking, and foster ongoing learning and professional development.

Importantly, your proactive and responsive nature will see you build and maintain professional networks that will support the achievement of team goals.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	CASG Strategic Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=94E3B1FD-FD21-4C9C-BC0D-E

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Defence

Vacancy VN-0763326

Department of Defence

Closing Date:Thursday 16 October 2025

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Project Support Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Bendigo VIC, Wollongong NSW
Salary	$79,176 - $86,438
Future Merit Locations	Canberra, Adelaide, Bendigo, Wollongong
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DIG/07826/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0BE5A873-6CDA-D128-1834-E436D1DA6C12

Duties

The Role

Project Support Officers in AGO's Geospatial-Intelligence (GEOINT) Capability Delivery Branch (GCD) are essential to the delivery of AGO's portfolio of Defence Major projects. You will be part of a skilled team delivering and sustaining cutting-edge capability to AGO, Defence and the National Intelligence Community.

Our projects solve complex problems and contribute directly to the security and defence of Australia. Your work contributes directly to AGO's ability to produce geospatial-intelligence, acquire imagery, and incorporate automation and AI/ML as a force multiplier for the GEOINT workforce.

GCD needs skilled, enthusiastic and self-motivated individuals who can:

- Assist with coordinating and implementing project and product activities.
- Assist with reporting, with a focus on schedule, scope, and progress against deliverables and financials.
- Contribute to tailoring communications to a broad range of stakeholders.

- Develop and maintain productive working relationships through day-to-day liaison with stakeholders.
- Contribute to developing and implementing change to improve project/product performance.

About our Team

Australian Geospatial-Intelligence Organisation (AGO) is responsible for the delivery of cutting-edge capability that supports the Australian Defence Force, the National Intelligence Community, and other areas of Government. This is done in AGO's GEOINT Capability Delivery Branch (GCD).

This branch has project managers, support officers, systems engineers, ICT security specialists, enterprise and systems architects, business analysts, finance specialists, contracting and procurement officers who work together and with customers to design, build and sustain GEOINT capability.

This is what some of our team have said:

- We get to work with very interesting technology and our focus is on leading developments ahead of the capability demand.
- I get to engage and collaborate with key local and international partners in systems development and integration.
- A main driver for why I wanted to work for AGO is continued service to Defence (after leaving Army), supporting development of capability that has current and future real effects.

Our Ideal Candidate

We want authentic individuals who can provide clear advice and build trust, while supporting and empowering our people to ensure an engaged and motivated workforce. There will be opportunities for you to nurture the partnerships we have with our stakeholders by advocating for transparency and collaboration with confidence.

GCD needs individuals who can demonstrate:

- A focus on outcomes.
- Excellent organisation skills.
- Support to strategic direction.

We recruit candidates of all backgrounds, cultures, genders, neurodiversity, and abilities. We are dedicated to building a diverse and inclusive workforce and will embrace your identity while appreciating the value of your unique contributions to the AGO mission.

If you are questioning whether you meet every requirement in this advertisement, we encourage you to apply anyway. You may be the right candidate for other roles within AGO. Whether you are returning to the workforce or exploring a career change, we want you to apply!

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Name Withheld, 02 5130 1725
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0BE5A873-6CDA-D128-1834-E4

Defence

Vacancy VN-0763330

Department of Defence

Closing Date:Monday 13 October 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Garden Island WA
Salary	$86,887 - $93,066
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NSSG/07838/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5F790DD3-5811-3283-8E7E-E436D21DAB52

Duties

The Role

This is a unique opportunity to join the Naval Representative team within Submarines Division. This position will suite someone who thrives in a team dynamic, with an eye for detail who can communicate effectively. The Collins Class Submarine Naval Representative Team is seeking a person with good judgement, adaptability and enthusiasm to work as a project support officer.

You will work in a small team in an integrated workforce, providing a range of administrative and business support tasks. You will also support field operations as a Naval Representative understudy. You will be accountable under limited direction to coordinate resources, support the conduct of activities, manage risks and facilitate effective communications within the team and with external partners.

Note: The ideal candidate will be able to maintain the corporate knowledge for this permanent position in order to provide continuity for the counterpart RAN position between personnel postings.

The successful candidate may be required to undertake work on and be provided with technical information pertaining to defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to defence articles and associated technical data subject to the ITAR by dual national employees may apply.

About our Team

The Collins Submarine Program within the Naval Shipbuilding & Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrades of Australia's Collins Class Submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including occasionally working from home and with flexible working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au

Our Ideal Candidate

The ideal candidate will be able to:

- Engage with relevant stakeholders and understand their expectations and concerns
- Work collaboratively and operate as an effective team member
- Organise their workflow and make independent decisions relating to their area of responsibility
- Maintain a well-developed understanding of and compliance to relevant legislative framework, government decision-making and Defence's mission and policy requirements
- Contribute towards ongoing self-improvement and professional development
- Be keen to learn new skills relating to submarine maintenance and administration

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	NSSG Submarines Workforce Management, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5F790DD3-5811-3283-8E7E-E43

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Defence

Vacancy VN-0763374

Department of Defence

Closing Date:Sunday 19 October 2025

NAVY
Fleet Command

Job Title	Work Health Safety & Environment Systems Analyst
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$86,887 - $93,066
Future Merit Locations	Garden Island
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/07874/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=16517C32-EAA3-4FC5-7AC7-E436D47C9990

Duties

The Role

The WHSE Systems Analyst plays a key role in managing, maintaining and optimising information systems to improve data integrity and reporting accuracy, providing actionable insights. Reporting to the Hazard and Risk Data Manager and working within a small, integrated team, the role contributes to the development of quarterly safety and environmental data reports, supporting strategic decision-making across Fleet Command. The role also influences operational safety outcomes and environmental stewardship. This role offers the chance to expand your professional experience in safety governance, audit processes, and assurance activities, making it ideal for individuals seeking growth in both data analytics and safety systems.

About our Team

Maritime Safety Bureau's mission is to be the centre of excellence for professional, environmental and safety services to the Fleet.

Our vision is a Fleet that exemplifies a generative safety culture by:

- Delivering the Fleet Command Safety and Environment Assurance Program.
- Developing targeted training and awareness programs.

- Conducting: Safety and Environment Incident trend analysis; Safety and Environmental Incident Investigations.

Our Ideal Candidate

The ideal candidate would be a team player and an effective communicator with demonstrated experience in data analytics, dashboard development, and information management. They would have a basic understanding of WHS and environmental management principles. The ability to learn new tools quickly, adapt to new situations and apply critical thinking to solve problems is essential

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Dylan Foster, 02 9537 2124
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=16517C32-EAA3-4FC5-7AC7-E4

Defence

Vacancy VN-0763378

Department of Defence

Closing Date:Thursday 16 October 2025

Defence People Group
Australian Defence College

Job Title	Procurement and Contracting Officer
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	$95,187 - $108,734
Future Merit Locations	Weston Creek
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/07848/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8EBBEECE-2313-EFBA-545B-E4370C5E8D07

Duties

The Role

As the APS 6 Procurement and Contracting Officer, you will play a pivotal role in delivering effective procurement and contract management outcomes for the Australian Defence College (ADC). You will lead and support the delivery of complex contract management activities within the educational sector, whilst also providing specialist advice across procurement compliance, contractor engagement, and broader governance functions. This role requires sound judgement, attention to detail, and the ability to balance competing priorities, ensuring efficient, compliant and value for money outcomes that directly support ADCs mission.

As an APS 6 Procurement and Contracting Officer, you will be responsible for:

- Leading and supporting the delivery of complex contract management activities.

- Providing specialist advice on procurement, contracting and compliance matters to support governance and decision making.
- Managing contractor engagement and relationships to ensure effective service delivery and value for money outcomes.
- Monitoring and supporting compliance with procurement frameworks, policies and legislations.
- Preparing and reviewing procurement documentation, contracts, reports, and related correspondence.
- Building and maintaining productive working relationships with both internal and external stakeholders.
- Contributing to continuous improvement initiatives that strengthen procurement and contracting process across ADC.

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

About our Team

The Australian Defence College (ADC) is the Department of Defence’s premier centre for joint professional military education and leadership development. The Headquarters is based in Weston Creek, Canberra and brings together a network of training institutions and headquarters business elements that deliver advanced and professional development to Australian Defence Force Personnel, Defence Civilians and International Partners.

The Procurement and Contracting Management Team form part of the Business Management Directorate at the ADC and plays a key role in enabling the College’s strategic education mission. The team is responsible for the delivery of complex contract management activities within the educational sector, ensuring that agreements are effectively managed to support the delivery of world-class training and development programs. In addition, the team provides specialist advice and support across a wide range of activities including contractor engagement and management, procurement compliance, and broader governance functions.

Working in a collaborative and supportive environment, the team engages closely with internal stakeholders and industry partners to deliver efficient, compliant and value for money outcomes that directly contribute to Defence’s broader objectives.

Our Ideal Candidate

Our ideal candidate will be an experienced procurement and contracting professional with relevant transferable skills who can confidently navigate a complex contract management environment. You will have a sound understanding of the Commonwealth Procurement Rules and other relevant legislation and frameworks, with the ability to apply this knowledge to deliver effective and

compliant outcomes. The successful candidate will have strong written and verbal communication skills, along with demonstrated experience of the ability to provide clear and practical advice to a diverse range of stakeholders.

You will also be proactive, adaptable and able to manage competing priorities in a fast-paced environment. The role requires a collaborative team player who can build strong working relationships with colleagues, contractors, and external partners whilst maintaining a focus on governance, compliance and continuous improvement. A commitment to Defence's mission and the delivery of world-class education will underpin your success in this role.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mr Amnish Sharma, 02 6144 4491
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8EBBEECE-2313-EFBA-545B-E4

Defence

Vacancy VN-0763384

Department of Defence

Closing Date:Thursday 16 October 2025

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Science and Technology Publications Coordinator
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	$95,187 - $108,734
Future Merit Locations	Edinburgh, Fairbairn, Fishermans Bend
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/07872/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1B0E2213-1A16-DD71-57FF-E4370D2F66DE

Duties

The Role

As the Science and Technology (S&T) Publications Coordinator, you will manage a small team communicating the research outcomes of the Defence Science and Technology Group (DSTG) to the rest of Defence, industry, academia and the broader Innovation, Science and Technology (IS&T) ecosystem. Functions include, but are not limited to:

- Managing the publication process of DSTG's formal scientific and technical reports on a timely basis
- Developing and managing the formal policies, processes and support documentation for DSTG's S&T publications
- Managing the DSTG Style guidelines for S&T reports

- Managing the templates for S&T publications and corporate documents across networks
- Managing the automated approval workflow for S&T publications in Objective – the Publication Approval Workflow
- Editing, proof-reading and producing DSTG's S&T Reports
- Recommending research that can be promoted further by the DSC team
- Providing high level advice to leadership and authors on DSTG's publishing process, the release and announcement limitations that apply to DSTG reports and copyright issues
- Coordinating training for individuals and groups, including one-on-one training in Microsoft Word and Adobe Acrobat to enable authors to work efficiently

About our Team

The S&T Publications team is part of the Defence Science Communication (DSC) Directorate, which sits within Science Strategic Planning and Engagement Division in DSTG.

The Science Strategic Planning and Engagement Division is responsible for strategically positioning DSTG to deliver maximum impact for Defence. The division coordinates and develops DSTGs external engagements and leads the development of science policy, the formulation of strategic research programs, and the investment of resources into Defence's science and technology capabilities.

As a multidisciplinary team of trusted communication experts, DSC partners with internal and external stakeholders to produce diverse, dynamic and engaging communications that enables collaboration, shapes attitudes, builds relationships and promotes trust in Defence.

Our Ideal Candidate

- Demonstrated experience in providing high-level editorial support for scientific and editorial publications across multiple disciplines and domains.
- Experience in developing, coordinating and delivering scientific writing training for different audiences
- Demonstrated experience in developing publishing policies, procedures and guides for large organisations
- Demonstrated experience in interpreting and applying complex government policy and legalisation, particularly the Defence Security Manual and the Protective Security Framework
- Advanced skills in records management software, such as Objective
- Advanced skills in Microsoft Word and Adobe Acrobat
- Experience in managing projects within a government context

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ben Winkler, 08 7375 3092
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B0E2213-1A16-DD71-57FF-E43

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Defence

Vacancy VN-0763389

Department of Defence

Closing Date:Thursday 16 October 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Deputy Product Manager
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$95,187 - $108,734
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/07913/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E4EF6072-6711-22E2-A65D-E4370DA459AD

Duties

The Role

The Uncrewed Aerial Systems Program Office (UASPO) is seeking a capable and motivated APS 6 Deputy Product Manager to join the Tactical Uncrewed Aerial Systems (TUAS) team. This role provides direct support to the TUAS Director, the Executive and the broader TUAS Directorate, contributing to the delivery and sustainment of uncrewed aerial systems capability in alignment with Defence and CASG requirements.

As the APS 6 Deputy Product Manager, you will be responsible for coordinating and executing a range of product management activities across the capability life-cycle. This includes logistics planning, performance monitoring, stakeholder engagement, and financial management. You will also play a key role in supporting APS-specific functions such as executing financial delegations, managing Commonwealth assets, ensuring compliance with Defence frameworks and supporting organisational operations.

Working under broad direction, you will exercise initiative and judgement to deliver outcomes in a dynamic and integrated environment. You will contribute to strategic planning, provide technical and policy advice, and support cross-functional collaboration across engineering, commercial, and executive teams. Key responsibilities include: Supporting the development and implementation of product management strategies and sustainment plans. Leading logistics and resource

management activities to ensure capability availability and effectiveness. Engaging with internal and external stakeholders to resolve complex issues and drive program outcomes. Providing advice and reporting to support governance, assurance, and compliance. Contributing to team leadership, coaching, and capability development. This is an exciting opportunity to be part of a high-performing team delivering critical capability to Defence.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law, which regulates defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply based on currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

About our Team

The Uncrewed Aircraft Systems Program Office (UASPO) resides within Army Aviation Systems Branch (AASB) in Joint Aviation Systems Division (JASD) of the Capability Acquisition and Sustainment Group (CASG). The Program Office is comprised of a Business Management Unit (BMU), with three recently restructured teams; one focused on future capabilities, and the other two specialising on Tactical and Small UAS Delivery and Sustainment programs. UASPO are trusted to consistently and safely deliver against agreed requirements for the Capability Manager, with the best value for money outcomes. We work closely with, and are proud of the strong relationships with our Defence and Industry stakeholders. UASPO is based in Brisbane, with detachments located in Canberra, Adelaide and Melbourne.

Our Ideal Candidate

The ideal candidate for this role will bring a balanced mix of practical experience and professional insight in product or project management, logistics, or capability delivery. They will be proactive, adaptable, and capable of working across diverse stakeholder groups to deliver outcomes in a complex and evolving environment. Strong communication skills, sound judgement, and the ability to manage competing priorities are essential. Candidates should be comfortable working independently while contributing to team cohesion and strategic objectives. Experience in Defence, aerospace, or other technically complex environments is advantageous but not essential.

Eligibility

Security Clearance:

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

Notes

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

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

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To Apply

Position Contact	Rachael Harvey, 07 3253 8748
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E4EF6072-6711-22E2-A65D-E43

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Defence

Vacancy VN-0763392

Department of Defence

Closing Date:Thursday 16 October 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	ICT Support Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	$86,887 - $93,066
Future Merit Locations	Canberra, Laverton
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/07653/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0942A844-D384-38B1-DF5A-E4370DADC156

Duties

The Role

An APS 5 ICT Support Engineer will perform and achieve moderately complex ICT support engineering under routine direction. They are responsible for ensuring compliance with legislative frameworks and Defence policies, managing workflows, and improving work quality through feedback and on-the-job training. Effective stakeholder engagement is essential, with responsibilities including identifying and responding to issues and providing informed advice.

Key responsibilities:

- Data processing using an Extract Transform Load (ETL) system or application
- Managing and supporting an existing team of technicians, troubleshooting and improving data synchronisation services
- Diagnosing and problem-solving data and application issues using SQL scripting and standard application troubleshooting techniques
- Supporting the Operations Manager with planning and scoping projects for clients
- Monitoring and triaging incoming helpdesk incidents
- Resolving incidents, focusing on customer service and client outcomes
- Reviewing and writing procedural documents of system improvements and new solutions
- Creating and updating directorate website content
- Providing on-call support on a scheduled rotation

About our Team

Joint Capabilities Group (JCG) was formed in July 2017 and has continued to evolve since its inception. We are a fully integrated civilian-military-contractor workforce, drawing on high quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values. JCG is a multi-domain Group comprising of Space, Cyber and the Defence Networks, and delivering Military Strategic Effects and Logistics for the Defence Enterprise.

Cyber Operations Division (COD) is responsible for the integration, operation, management and security of Defence's global strategic communications capability that enable military operations and support Defence business. COD is also responsible at the strategic level to the Chief of Defence Force and Chief of Joint Operations for advice and technical control for the Command, Control, Communications and Cyber security in support of ADF Operations.

Our Ideal Candidate

An APS 5 ICT Support Engineer in Defence performs a range of moderately complex ICT support tasks, including hardware and software maintenance, installation, and removal using provided tools and instructions. They resolve ICT incidents, implement changes, and seek guidance from senior colleagues when needed.

The role requires applying technical knowledge of systems to support ICT processes and outcomes. Engineers maintain up-to-date vendor knowledge and use support products effectively. They build strong working relationships within teams and actively contribute to group activities. Stakeholder engagement is key, with a focus on understanding expectations and concerns. APS5 Engineers investigate and recommend solutions to ICT incidents and use their expertise to resolve problems, often identifying alternative approaches. The role demands initiative, technical proficiency, and a commitment to achieving Defence outcomes through effective support and collaboration.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Marcus Davies, 03 8326 0858
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0942A844-D384-38B1-DF5A-E43

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Defence

Vacancy VN-0763393

Department of Defence

Closing Date:Thursday 16 October 2025

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$79,176 - $86,438
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	GG/07918/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FAA8EDB4-9647-B0A9-13E3-E4370DBEB365

Duties

The Role

The roles in the Ministerial, Parliamentary and Cabinet Branch, sit at the intersection of Defence's work and Parliament, allowing you to work across the breadth of Defence portfolio priorities. You will guide the work of Defence in its engagement with Parliament, Defence Ministers and the Cabinet.

Several positions are with roles covering:

- Liaison with Defence portfolio minister offices and Defence Groups and Services facilitating timely, high quality ministerial and parliamentary products.
- Management and coordination of internal business and ministerial and parliamentary workflow (including Ministerial brief requests, Question Time briefs, Questions on Notice and other parliamentary products tasked through the Parliamentary Document Management System).
- Support for the smooth administrative operations of Ministerial Offices.
- Development and sustainment of relationships with internal and external stakeholders. With support from your leadership, you will learn to navigate risk and complex issues in a role that allows rare perspective of political and organisational decision-making.

About our Team

The Ministerial, Parliamentary and Cabinet Branch directly supports Defence's portfolio Ministers, and the Defence enterprise in engagements with Parliament and the Cabinet. We coordinate and drive strategic outcomes in line with executive and Ministerial priorities.

The branch has five teams:

- Ministerial and PDMS Services: ensures Defence portfolio Ministers receive timely, consistent and high-quality information.
- Parliamentary Business and Committees: coordinates Defence's involvement in Parliamentary Committees and Inquiries, and provides administrative support for Question Time Briefs.
- Ministerial Support: provides administrative and logistical support to Defence portfolio Ministers and their staff.
- Senate Estimates and Executive Support Unit: coordinates Defence's engagement with Senate Estimates, and supports Defence's leaders and representing Minister in ensuring the Department demonstrates the highest standards of excellence, accountability and transparency.
- Cabinet Liaison Services: facilitates advice to Cabinet and Secretary-level meetings through carefully consulted, well-drafted, responsive Cabinet Submissions and associated products.

Our Ideal Candidate

We are looking for people who are enthusiastic, have excellent stakeholder management skills, are committed to delivering high quality outcomes on time, thrive in fast-paced environments and through excellent communication are able to solve problems. Our people are accountable, have high integrity, and understand that people are central to success. You will approach your role with accuracy, agility, flexibility, accountability and a commitment to delivering high quality outcomes in a complex environment.

Applicants must be able to obtain and maintain a minimum of a Negative Vetting Level 1 security clearance. The Ministerial, Parliamentary and Cabinet Branch is a motivated, inclusive and professional team with diverse backgrounds and experiences – and welcome the same from applicants. You will enjoy being a participant in a positive, kind and supportive professional environment, and bring a constructive and collaborative style of leadership.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Tash Rubie, 02 5130 4541
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FAA8EDB4-9647-B0A9-13E3-E4

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Defence

Vacancy VN-0763406

Department of Defence

Closing Date:Thursday 16 October 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Administration Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Laverton
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/07657/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5546D919-3512-E851-BB24-E4370EF8E39A

Duties

The Role

An APS 6 Administration Team Leader operates under limited direction to deliver complex administrative and business support within Defence. They are responsible for ensuring compliance with legislative frameworks, government decisions, and Defence policies. Working with autonomy, they apply initiative and judgement to interpret policy and provide detailed advice on administrative and strategic matters. The role involves contributing to planning, project management, and policy development. As a team leader, they set priorities, manage resources, and build team capability through coaching and feedback. They oversee the quality of work and exercise people and financial responsibilities to meet unit outcomes. The position requires significant stakeholder engagement, addressing complex issues and anticipating needs to support Defence objectives. Continuous self-improvement and professional development are also key aspects of the role.

About our Team

Joint Capabilities Group (JCG) was formed in July 2017 and has continued to evolve since its inception. We are a fully integrated civilian-military-contractor workforce, drawing on high quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values. JCG is a multi-domain Group comprising of Space, Cyber and the Defence Networks, and delivering Military Strategic Effects and Logistics for the Defence Enterprise.

Cyber Operations Division (COD) is responsible for the integration, operation, management and security of Defence's global strategic communications capability that enable military operations and support Defence business. COD is also responsible at the strategic level to the Chief of Defence Force and Chief of Joint Operations for advice and technical control for the Command, Control, Communications and Cyber security in support of ADF Operations.

Our Ideal Candidate

An APS 6 Administration Team Leader in Defence is accountable for leading administrative and business support functions by allocating tasks, setting priorities, and evaluating outcomes. They manage workflow, develop team plans with measurable goals, and ensure timely, accurate completion of work. The role involves mentoring staff, resolving complex enquiries, and applying relevant legislation, policies, and strategies. They provide expert advice on procedural and operational matters; develop documentation aligned with business needs, and implement solutions to problems. The Team Leader engages with stakeholders to negotiate and achieve outcomes, builds effective relationships, and promotes collaboration. They exercise sound judgement to select appropriate actions, guide others on complex issues, and contribute to continuous improvement. Their responsibilities also include researching, developing, and implementing administrative processes to support Defence objectives.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Michelle Abrahams, 02 6144 4471
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5546D919-3512-E851-BB24-E43

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Defence

Vacancy VN-0763410

Department of Defence

Closing Date:Sunday 12 October 2025

Defence Science and Technology Group
Research Technology Operations

Job Title	2026 DSTG Industry Experience Placement Program
Job Type	Full-Time, Non-Ongoing
Location	Edinburgh SA, Fishermans Bend VIC
Salary	$61,363 - $86,438
Future Merit Locations	Edinburgh, Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/03463/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=42CF009A-9A33-A6EE-6D8E-E4370F4CF13D

Duties

The Role

The Industry Experience Placement (IEP) program provides undergraduate and postgraduate students currently enrolled in a relevant Science, Technology, Engineering and Mathematics (STEM) degree the opportunity to complete an industry placement component as part of their degree. **The IEP program is a specialist program designed for placements of 12 months, or the full academic year. If you have a lesser requirement, the Summer Vacation Placement program is recommended.**

The IEP provides successful applicants with the opportunity to gain industry experience in a large research organisation. Successful applicants are supervised by DSTG staff, who work closely with the university to ensure that academic requirements are met.

Placements will commence in March 2026, however alternate start dates may be able to be negotiated.

If you require further information, please contact the contact officer on the front of this Information Pack.

About our Team

DSTG is the Australian Government's lead agency responsible for applying science and technology to safeguard Australia and its national interests.

As one of Australia’s largest employers of scientists and engineers, we deliver expert, impartial advice and innovative solutions for Defence and national security.

We are a workplace that is respectful and adaptive, where all people feel valued and supported to thrive. DSTG is committed to being an organisation that values diversity, equity and active inclusion. DSTG is proud to be recognised with the Bronze Science in Australia Gender Equity, Athena Swan Award. DSTG is also a member of the STEM Male Champions of Change group and a STEM Decadal Plan Champion. DSTG’s ally network serves to provide awareness of and support for all individuals regardless of background, culture, gender, sexuality, ability and neurodiversity.

Our Ideal Candidate

- Are you excited about the future?
- Do you have passion for STEM based research?
- Do you want to work on exciting problems with real applications?
- Are you able to complete an industry placement as part of your course?

If you answered yes to these questions, you could have what it takes to excel in a DSTG Industry Experience Placement program.

Successful applicants will enjoy working in a diverse team environment and using their initiative to solve problems. They will be able to utilise this opportunity to transform studied theoretical knowledge into a solid foundation of skills on which they can use to build their career.

Find your STEM pathway with a Defence placement.

More information on the DSTG Industry Experience Placement program can be found here:

Industry Experience Placement Program | DST

Eligibility

Security Clearance:

Negative Vetting 1 (NV1): Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1

Mandatory Qualifications:

Applicants must:

• be enrolled at an Australian tertiary institution;

• have a degree requirement to undertake a six or 12-month practical placement with industry;• be an Australian citizen;

and

• be eligible to obtain a Negative Vetting 1 security clearance.

• The IEP program is targeted at placement requirements over 500 hours. If you have a requirement below 500 hours, please consider the Summer Vacation Placement program. Applicants without a clear requirement for 6 or 12 month placements will not be considered for this program.

Notes

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work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	David Broderick, dstg.studentpathways@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=42CF009A-9A33-A6EE-6D8E-E4

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Defence

Vacancy VN-0763421

Department of Defence

Closing Date:Thursday 16 October 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	GWEO/07923/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=B5D5687A-80CA-63DA-C154-E437101C26AD*

Duties

The Role

Working within Guided Weapons and Explosive Ordnance (GWEO) Group, you will work on some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

As part of the Manufacturing Assessment and Optimisation (MA&O) Directorate within the Strategy and Plans Branch, you will have the opportunity to:

- Contribute to the development of frameworks supporting analysis of GWEO manufacturing proposals;
- Evaluate and independently analyse capability proposals for domestic GWEO manufacturing;
- Understand broader Defence policy and strategic objectives, and apply to capability analysis activities;
- Contribute to the work of the team and to continuous improvement;
- Build and sustain effective relationships with internal and external stakeholders.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries.

This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

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

About our Team

The Manufacturing Assessment and Optimisation (MA&O) Directorate is an integral part of the Strategy and Plans (S&P) Branch within the Guided Weapons & Explosive Ordnance (GWEO) Manufacturing Division, providing essential strategic guidance and support services, ensuring alignment with national objectives and international partnerships. This supports the establishment

of a domestic GWEO manufacturing capability to ensure Defence has access to the munitions needed to keep Australia safe and improve supply chain resilience.

The MA&O Directorate is responsible for identifying an optimal pathway for the development of GWEO manufacturing, aligned with the Defence Industry Development Strategy (DIDS) and 2024 GWEO Plan. The S&P Branch is dedicated to providing a diverse, manageable, favourable work-life balance, and supports flexible working arrangements. We invest in your training and development to ensure your time with us is deeply rewarding both personally and professionally. We support an inclusive culture that emphasises respect and collaboration.

Our Ideal Candidate

As an APS 5 Capability Analyst you will be required to demonstrate a wide range of skills, however the specific competencies below are critical to success within APS Capability Analyst roles:

- *Leadership and Initiative* - lead by example, take responsibility, calculated risks, and demonstrate initiative, lead and build a high-performing team;
- *Stakeholder Engagement* - be a clear communicator, ability to quickly build relationships, network, and interact well across all levels of the APS, Australian Army and our industry partners;
- *Analyse and Execute* - seek clarity, make judgments, think systemically, problem solve, produce solutions and execute on those solutions;
- *Planning and Organisation* - set objectives, plan, establish contingencies, manage time, resources, risk and people, and monitor progress;
- *Adapt and Respond* - accept new ideas, adapt to interpersonal styles, show sensitivity to different cultures or backgrounds and the ability to adapt to changing requirements and respond appropriately.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Tony Walsh, 02 5108 6009
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B5D5687A-80CA-63DA-C154-E4

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Defence

Vacancy VN-0763436

Department of Defence

Closing Date:Monday 13 October 2025

Air Force
Air Command Australia

Job Title	Cyber Security Program Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$120,303 - $135,701
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	AF/07840/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D98CA21E-6CB6-6F90-3A6E-E43710C71266

Duties

The Role

The Air Warfare Centre (AWC) Cyber Security Program Manager will be responsible for providing guidance on, and assuring AWC's compliance with, legislative and policy frameworks as pertain to Cyber Security in Defence. They will be accountable for the development and management of AWC's Cyber Security Program, inclusive of people, processes and systems, to ensure a cohesive approach to the management of Air Force Information Systems (AFIS) owned by AWC.

This approach will include continuous monitoring of AWC AFIS, including assurance of incident reporting processes, configuration management and patch management. The role requires a considerable degree of independence and ability to demonstrate subject matter expertise and sound judgement required to provide cybersecurity guidance at a senior executive level.

The Cyber Security Program Manager will lead a team and assure the outputs of associated Cyber compliance teams within subordinate work units. They will be accountable for the outcomes of their direct team and the appropriate uses of resources to produce and achieve these outcomes. As an ICT Security Specialist, the Cyber Security Program Manager is to perform and achieve very complex work in the realm of information security assurance.

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

About our Team

Air Warfare Centre is the place that Air Force and the broader ADF come to understand and solve their most difficult warfighting problems. AWC leads and coordinates the thinking and planning that guides Air Command, to maximise our readiness and operational effectiveness, and ensure the integrated force is ready to fight.

Communication and Information Systems are vital enablers for Air Force to conduct activities. This role in AWC involves understanding the required capability outputs and managing delivery through your talented team and other stakeholders.

Our Ideal Candidate

The ideal candidate should possess the following skills:

- The qualifications, knowledge and experience to deliver effective Cyber Security Program outputs for the AWC.
- The ability to lead a multidisciplinary team focused on collaboration and uplifting Cyber Security behaviours across organisational bounds.
- Experience in risk management with an understanding of information technology legislation, policy and principles.
- Strong interpersonal skills and the ability to communicate risks of a very complex nature to managers and other peers.
- Demonstrated command of the written word, in support of decisional artefacts at senior-executive level.

Eligibility

Security clearance:

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

Notes

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

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To Apply

Position Contact	James Findlay, 08 7374 5929
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D98CA21E-6CB6-6F90-3A6E-E4

Defence

Vacancy VN-0763457

Department of Defence

Closing Date:Thursday 23 October 2025

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DIG/07235/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=75449A3A-058B-27A1-11B5-E4374B8197B5

Duties

The Role

As an APS 5 Intelligence Assessment Analyst, you will research and analyse complex issues of national importance in support of Australia's defence and security. You will think strategically about events around the world, to consider their implications for Australia. You will work collaboratively with your team and other counterparts to apply rigorous tradecraft and produce intelligence assessments. You will engage with customers to understand their requirements and objectives, and ensure your communication of assessments is clear and unambiguous. Successful candidates will benefit from specialised training as well as opportunities to engage with National Intelligence Community, broader Defence and international partners to build professional networks.

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

About our Team

As Defence's all-source strategic intelligence assessment agency, DIO provides decision advantage to Defence and whole-of-government customers on issues of significance to Australia's defence and security. Our analytic teams are responsible for anticipating events that impact Australia's interests and articulating the risks and opportunities these present. We conduct research and analysis to deliver timely intelligence assessments to decision-makers, in support of National Defence Strategy objectives. We also work closely with our National Intelligence Community partners to drive the intelligence cycle and collaborate on analytic tradecraft.

Our Ideal Candidate

Intellectually curious and driven to advance Defence's mission, our ideal candidate thinks strategically about global events and their implications for Australia's defence and security. An APS 5 Intelligence Analyst works independently and also in team setting, and can manage competing priorities to deliver timely assessments.

Our ideal candidate will be able to:

- Evaluate a wide range of information and intelligence sources to inform intelligence assessment products, identify issues and provide recommendations and advice to management and appropriate stakeholders.
- Understand and utilise analytical tools and techniques to develop Defence and national security-related intelligence assessments.
- Work collaboratively with customers and stakeholders to deliver tailored intelligence assessments in verbal and written formats.
- Build and sustain effective relationships with team members and actively participate in team work and organisational activities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Contact Name Withheld, 02 5109 0541
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75449A3A-058B-27A1-11B5-E43

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Defence

Vacancy VN-0763479

Department of Defence

Closing Date:Thursday 16 October 2025

Joint Capabilities Group
Space & Cyber Capabilities

Job Title	Project Manager - Defence Cyber Range
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/07948/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DF9911BC-D594-46E3-EE52-E437FABEA08B

Duties

The Role

As the APS 6 Cyber Range Manager, you will be required to facilitate the operations and management of the Defence Cyber Range training system within the Joint Cyber and Influence Directorate (JCIP).

The successful applicant will undertake duties including:

- Managing Defence Cyber Range account administration and training activities including resource allocation, event planning and coordination;
- Providing input into the development of project planning, performance, cost and schedule documents;
- Building and sustaining stakeholder engagement including communicating with influence and negotiating effectively;
- Proposing novel approaches to challenges when considering technical, operational, professional and administrative activities, procedures, practices and project management methodologies;
- Identifying risks and opportunities and considering these in planning, decision-making, and priority setting;
- Working collaboratively with team members;
- Analysing project performance, and developing and initiating strategies to achieve project outcomes.

About our Team

Joint Information Capabilities Branch (JICB) is one of four branches within the Joint Capabilities Division in Joint Capabilities Group (JCG). JCG was formed in July 2017 with the mandate to deliver joint warfighting capabilities to the ADF.JICB is a blended workforce of APS, ADF, and Contracted personnel who work together with a One Defence mindset to support Defence outcomes with offices located within the Canberra region.

JICB develops and manages a number of capabilities being:

- Joint Cyber & Influence Projects (JCIP);
- Joint Simulation Capabilities (JSC);
- Assured Position Navigation Timing (PNT);
- Joint Electronic Warfare (EW); and
- Project Management Office (PMO).

The Joint Cyber and Influence Projects (JCIP) Directorate manages key projects within the Joint Information Capabilities (JIC) Branch, delivering a number of outcomes that support Defence Cyber Domain objectives.

Our Ideal Candidate

We are seeking a motivated and high performing APS 6 Project Management Officer who is comfortable working with ambiguity, exemplifies professionalism through external ideas, diverse experiences and perspectives, and enjoys working on a broad range of tasks solving non-traditional challenges.

Our ideal candidate will be able to effectively:

- Cultivate productive and collaborative relationships, deliver quality outputs, and achieve results within defined timeframes;
- Prepare accurate information, reports and documents, and provide advice and guidance to varied audiences;
- Demonstrate comfort working with ambiguity;
- Actively manage workloads by adjusting and communicating priorities;
- Engage with a broad range of stakeholders, including international partners, using highly developed written, verbal, and interpersonal communication skills;
- Uphold the Australian Public Service (APS) and Defence Values and be a team player, who is adaptable, supportive and considerate with all staff; and
- Be willing to take on all tasks as required to achieve outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Beatriz Vasconcellos, 02 6265 2568
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DF9911BC-D594-46E3-EE52-E4

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Defence

Vacancy VN-0763485

Department of Defence

Closing Date:Thursday 16 October 2025

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Work Health and Safety Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/07934/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=735170D5-19EB-CA6C-B811-E437FB6560B7

Duties

The Role

The duties of an EL 2 Work Health and Safety Director occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

- Accountable for providing leadership and direction to ensure a high-level of integration and consistency across the Defence work health and safety function.
- 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 managing allocated resources, setting work area priorities, workflows, developing strategies and evaluating business outcomes.
- Advise on the application of control measures to reduce the level of risk to Defence workers.
- Advise on the performance of Defence work health and safety management systems and recommend corrective actions where required.
- Represent Defence work health and safety network at internal and external forums.
- Engage and influence Defence senior leadership and provide the key link between senior executives and Defence workers.
- Analyse and design safety management systems in accordance with the legislation, Defence policies and procedures.
- Establish sustainable work health and safety strategies and policies that extend to very complex issues, which may not have established precedents or guidelines.
- Assess trends in work health and safety performance to identify high risk areas and design remediation strategies.

About our Team

We are recruiting to fill critical vacancies in the Capability Acquisition and Sustainment Group (CASG). CASG exists to meet the Australian Defence Force's (ADF) military equipment and supply requirements, identified by Defence and approved by Government. CASG manages a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities supporting armed forces.

Our Ideal Candidate

Our ideal candidates will:

- Possess strong leadership, strategic thinking, and stakeholder management skills, combined with a deep understanding of WHS legislation, policy, and programs.
- Key attributes include experience in policy development, risk management, program delivery, and budget management, along with excellent communication, influencing, and team leadership abilities.
- Proven ability to lead high-performing teams, manage budgets, and implement strategy within a dynamic environment is essential.
- Capacity to develop and drive strategic WHS policies, programs, and initiatives.
- Highly developed oral and written communication skills, with the ability to explain complex issues and influence decision-maker.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	CASG Strategic Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=735170D5-19EB-CA6C-B811-E4

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Defence

Vacancy VN-0763556

Department of Defence

Closing Date:Thursday 09 October 2025

Air Force
Air Force Headquarters

Job Title	Multimedia and Content Manager
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$95,187 - $108,734
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/07225/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DC42AD07-5DA1-6051-A280-E4383788EA4A

Duties

The Role

As the sole member of Air and Space Power Centre (ASPC) Multimedia and Communications area, the APS 6 Multimedia and Content Manager is responsible to Director ASPC for:

- The implementation, management and promotion of ASPC's internal and external web and social media presence.
- The management of Hangar 46 - ASPC's podcast including, but not limited to, question design, recording, post-production editing and publishing and distribution.
- Brand engagement and promotion, including increasing ASPC's stakeholder engagement, relationship and reputation management.
- Provide technical support to the Air and Space Power Conference and CAF Symposium (alternating years) including stage set up, streaming, lighting, audio and video requirements.
- Be responsive to DASPC directed tasks that relate to any media and communications effects.

About our Team

The Air and Space Power Centre provides opportunities to 'consume, contribute to and contest' ideas around air and space power in order to advance Defence's air and space power. The Centre curates and publishes written product ranging from blog articles to comprehensive research papers, and manages fellowships and secondments including sponsored Masters and PhD programs.

The Centre contributes the air and space power perspective to Australian Defence Force doctrine, and manages the Air Power and Space Power professional military education curriculum and delivery standards. The Air and Space Power Centre contributes to the contest of ideas on air and space as part of joint capability through regular seminars and conferences, including the Air and Space Power Conference. ASPC is supported by a network of editors, graphics and communications personnel, alongside the Defence Publishing Service.

Our Ideal Candidate

Our ideal person is someone who can bring their high level of technical skills into a dynamic environment and support the Centre to communicate and proactively engage with internal and external stakeholders. Experience in managing conference audio visual requirements and podcast technical management is essential. This person will have a good understanding of strategic communications effects and be able to manage relationships across the organisation to achieve the required effects.

We would like someone who is a self-starter and can work well within an integrated team of academics, Australian and foreign military, Australian Public Service and our external stakeholder groups, as well as the Air Force Communications team. This person will be able to demonstrate an ability to manage a small team and potential growth within the role.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Nicola Abera, 02 5131 8260
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DC42AD07-5DA1-6051-A280-E4

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Defence

Vacancy VN-0763578

Department of Defence

Closing Date:Thursday 16 October 2025

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/07920/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A8B22838-EBA4-941B-8A38-E43837216844

Duties

The Role

Defence is seeking to recruit a range of highly motivated, resilient professionals with a willingness to learn and grow a career within Project and Program Management to fill critical vacancies across two Defence Delivery Groups.

As a Project Manager, your key duties may include:

- Providing leadership and management of a multi-disciplined project team and supervising and overseeing all aspects of very complex project activities including finance, commercial, technical, risk, schedule, human resources and industry relationships.
- Being 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.
- Providing strategic advice to senior management, project teams and stakeholders on whole of life considerations.
- Review established technical, operational, professional and administrative activities, procedures, practices and project management methodologies and advise on the development of project management best practice and Defence reform initiatives.
- Integrate risk and opportunity management into planning, decision-making and priority Build and sustain a network of key stakeholders, communicate with influence and negotiate effectively.

- Engage and influence Defence senior leadership and provide key link between senior executives and Defence employees.
- Assess and evaluate project performance against agreed plans and implement strategies to achieve project outcomes.
- Initiate resolution of issues by identifying and developing solutions through analysis of alternative courses of action and their implications.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others, guide and mentor less experienced staff and work collaboratively to achieve business outcomes.

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

About our Team

We are recruiting to fill critical vacancies in two Defence Delivery Groups:

Capability Acquisition and Sustainment Group (CASG): CASG exists to meet the Australian Defence Force's (ADF) military equipment and supply requirements, identified by Defence and approved by Government. CASG manages a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities supporting armed forces.

Defence Intelligence Group: Defence Intelligence: Group: DIG provides strategic advice, policy and intelligence to enable Defence capability and national security priorities and supports strengthened decision-making in Defence. We are committed to your career development and have developed training pathways to support your professional development.

Our Ideal Candidate

Our ideal candidates will:

- Demonstrate exceptional technical and professional leadership.
- Have extensive project management knowledge and experience leading complex projects.
- Proactively identify, build and maintain relationship with key stakeholders, communicating clearly and concisely including leading critical negotiations to achieve project outcomes.
- Demonstrate resilience and personal accountability for the quality of advice and delivery of outcomes, including successfully challenging the status quo when required.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	CASG Strategic Recruitment, CASG Strategic Recruitment
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8B22838-EBA4-941B-8A38-E4

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Defence

Vacancy VN-0763581

Department of Defence

Closing Date:Thursday 16 October 2025

Capability Acquisition and Sustainment Group
CASG Business Management Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/07916/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=661E7DC2-A3ED-6867-994D-E4383686D369

Duties

The Role

Defence is seeking to recruit a range of highly motivated, resilient professionals with a willingness to learn and grow a career within Project and Program Management to fill critical vacancies across two Defence Delivery Groups.

As a Project Manager, your key duties may include:

- Providing leadership and management to a multi-disciplined project team, coordinating project activities including support to strategic planning, governance functions and human resource.
- Accountability 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.
- Responsibility for management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.
- Applying established technical, operational, professional and administrative activities, procedures, practices and project management methodologies.
- Identifying risks, opportunities, and take account of these in planning, decision-making and priority setting.

- Analysing and interpreting project performance against agreed plans, develop, and evaluate strategies to achieve project outcomes.
- Taking the initiative to resolve issues by identifying and developing ideas through analysis of alternative courses of action and their implications.
- Building and sustaining stakeholder engagement, including the ability to communicate with influence and negotiate effectively.
- Influencing and motivating team members and actively leading group activities.
- Being accountable to manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.
- Preparing correspondence, briefs and reports as required including submissions and documents for higher delegate and committee consideration.
- Interpreting and ensuring compliance with legislative, policy and regulatory frameworks.

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

About our Team

We are recruiting to fill critical vacancies in two Defence Delivery Groups:

- **Capability Acquisition and Sustainment Group (CASG):** CASG exists to meet the Australian Defence Force's (ADF) military equipment and supply requirements, identified by Defence and approved by Government. CASG manages a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities supporting armed forces.
- **Defence Intelligence Group: (DIG):** DIG provides strategic advice, policy and intelligence to enable Defence capability and national security priorities and supports strengthened decision-making in Defence. We are committed to your career development and have developed training pathways to support your professional development.

Our Ideal Candidate

- Have a strong track record of successfully leading and managing complex projects, underpinned by an understanding of project management principles and methodologies.
- Proactively identify, build and maintain relationships with key stakeholders, utilising influencing and negotiation skills to achieve outcomes in the best interest of the project and organisation.
- Demonstrate exceptional leadership through guiding, mentoring and developing your team.
- Understand the strategic environment you are operating, linking project outcomes to the mission and organisational goals.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	CASG Strategic Recruitment, CASG Strategic Recruitment
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=661E7DC2-A3ED-6867-994D-E4

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Defence

Vacancy VN-0763608

Department of Defence

Closing Date:Thursday 16 October 2025

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Administration and Governance Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ASG/07982/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8A0DF3BB-51B8-67F7-1EC1-E448BEE8E715

Duties

The Role

We are currently looking to fill roles in the following Defence teams:

- Enterprise Governance and Defence Boards (oversight)
- Enterprise Committees
- Associate Secretary Group Coordination Unit

As member of one of these teams, you will have the opportunity to work with stakeholders from across Defence and Government to support our senior leadership to deliver on Defence's mission to defend Australia and its national interests.

The teams analyses information from diverse sources and develops a range of written products – including briefs and reports – to support decision-making. You will engage with line areas to assist in the development of Ministerial submissions, cabinet submissions, and other briefing material.

You will be required to build and sustain effective relationships and work collaboratively to achieve results, seeking opportunities for continuous business improvement.

The role requires flexibility in your approach to problem solving, and the ability to adapt to a changing strategic environment. You will be supported by your team lead throughout this process to ensure we can meet our strategic objectives as a team.

About our Team

The Branch comprises primarily of core governance functions, including the collective management of internal committee business and external boards management. Through the provision of best practice Governance advice across the Enterprise it seeks to uplift governance practices and performance. This encompasses advice and support on Committee Governance inclusive of Board Governance.

This Branch leads the development of Governance policy that set the principles, policies and procedures for Defence’s decision making, risk management and operation direction. This aims to enhance accountability, transparency, ability to achieve organisational objectives, comply with legislation and manage risks effectively.

Our Ideal Candidate

We are looking for enthusiastic candidates with the following attributes to join our team:

- Strong stakeholder engagement skills, with the ability to develop productive relationships with diverse stakeholders
- Strong written communication skills, including the ability to tailor for different audiences
- Excellent time management and the ability to prioritise competing demands in a busy environment
- Self-motivated and able to complete high quality work with minimal supervision and occasionally, condensed time frames
- Collegiate and team oriented attitude, seeking to better team goals, contributing to a service focused and positive work culture
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Sara Baig, 02 5108 9799
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8A0DF3BB-51B8-67F7-1EC1-E4

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Defence

Vacancy VN-0763612

Department of Defence

Closing Date:Monday 13 October 2025

Z - SEC - Secondment (recruitment use only)
N/A

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$79,176 - $86,438
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/07814/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A592FF08-ED88-6320-0D5B-E448BF07E9BF

Duties

The Role

Opportunities exist for highly motivated individuals to provide executive support to Defence Senior Leaders at the Band 1 and 1 Star rank within Defence. The Senior Leadership Group (SLG) includes both Senior Executive Service (SES) and Australian Defence Force (ADF) officers.

The position of an Executive Assistant (EA) is one of trust and discretion. As an APS 4 Executive Assistant you will manage the office of a SLG member. Duties include calendar management, preparation of correspondence, organising meetings, arranging travel, coordinating briefing packs, managing office systems and records including financial. On occasion, you will also be required to support other EAs in your Division or Group.

Note: As a Department of Defence employee, you must be able to obtain, hold and maintain an Australian security clearance. As there are multiple APS 4 EA opportunities across the Defence enterprise, clearance levels may vary - Baseline, Negative Vetting 1, Negative Vetting 2 or Positive Vetting. If you are found suitable to be placed in the merit pool, the clearance level that you will require is position dependent.

Our Ideal Candidate

Candidates will be well organised, have initiative, can manage competing priorities, can work independently and work well with others as part of the executive support team. You will proactively anticipate the needs of your senior leader, exercise flexibility and resilience. You will have excellent time management skills, strong attention to detail and excel at building and maintaining stakeholder relationships.

Candidates will be self-aware, with a positive can-do attitude, demonstrating consideration and respect for a diversity of ideas and perspectives of others. Prior experience as an EA is not required, however you will have the transferable skills to enable you to successfully undertake the position of EA. Candidates will be open to learning Microsoft Office, records management systems and financial management systems.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Defence EA Recruitment, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A592FF08-ED88-6320-0D5B-E4

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

Defence

Vacancy VN-0763615

Department of Defence

Closing Date:Thursday 16 October 2025

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Administration and Governance Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/07993/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A745521E-274C-1FA4-EAFA-E448BF784D33

Duties

The Role

We are currently looking to fill roles in the following Defence teams:

- Enterprise Governance and Defence Boards (oversight)
- Enterprise Committees
- Associate Secretary Group Coordination Unit

As a member of one of these teams, you will have the opportunity to work with stakeholders from across Defence and Government to support our senior leadership to deliver on Defence's mission to defend Australia and its national interests.

The teams analyses information from diverse sources and develops a range of written products – including briefs and reports – to support decision-making. You will engage with line areas to assist in the development of Ministerial submissions, cabinet submissions, and other briefing material.

You will be required to build and sustain effective relationships and work collaboratively to achieve results, seeking opportunities for continuous business improvement.

The role requires flexibility in your approach to problem solving, and the ability to adapt to a changing strategic environment. You will be supported by your team lead throughout this process to ensure we can meet our strategic objectives as a team.

About our Team

The Branch comprises primarily of core governance functions, including the collective management of internal committee business and external boards management. Through the provision of best practice Governance advice across the Enterprise it seeks to uplift governance practices and performance. This encompasses advice and support on Committee Governance inclusive of Board Governance.

This Branch leads the development of Governance policy that set the principles, policies and procedures for Defence’s decision making, risk management and operation direction. This aims to enhance accountability, transparency, ability to achieve organisational objectives, comply with legislation and manage risks effectively.

Our Ideal Candidate

We are looking for enthusiastic candidates with the following attributes to join our team:

- Strong stakeholder engagement skills, with the ability to develop productive relationships with diverse stakeholders
- Strong written communication skills, including the ability to tailor for different audiences
- Excellent time management and the ability to prioritise competing demands in a busy environment
- Self-motivated and able to complete high quality work with minimal supervision and occasionally, condensed time frames
- Collegiate and team oriented attitude, seeking to better team goals, contributing to a service focused and positive work culture
- An outcomes-focused mindset, with an ability to apply innovative and flexible approaches to achieving results

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Sara Baig, 02 5108 9799
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A745521E-274C-1FA4-EAFA-E4

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Education

Vacancy VN-0763427

Department of Education

Closing Date:Sunday 12 October 2025

Job Title	Policy and Program Officers | Senior Policy and Program Officers - Australian Tertiary Education Commission (ATEC)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Perth WA, Adelaide SA
Salary	$90,580 - $111,979
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5;APS Level 6
Position Number	25/0511 | 25/0512
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

As a Policy and Program Officer or Senior Policy and Program Officer in the interim Australian Tertiary Education Commission (ATEC), you will have the unique opportunity to work on implementing a landmark higher education reform, shape high-profile policy, and contribute to the long-term transformation of Australia's tertiary education system. These roles offer the chance to influence high-profile policy and deliver impactful outcomes in a dynamic environment. ATEC is driving equity and skills-focused reform, working collaboratively with the sector and governments to respond to regional needs while advancing national objectives. Multiple vacancies are available, offering a unique opportunity to contribute to long-term transformation across Australia's tertiary education system.

Key priorities across the interim ATEC include:

- Supporting the implementation of higher education funding reforms, including assisting with the Managed Growth and Needs-based Funding systems to improve student access and success.
- Assisting in the administration of the Commonwealth Grant Scheme, which provides over $8 billion in funding to support Australia's higher education providers.
- Contributing to the allocation process for Commonwealth supported places (CSPs) to universities and providers, helping expand student participation.
- Supporting the development of policies and initiatives aimed at improving outcomes for priority cohorts, including students from low socioeconomic backgrounds, regional and remote areas, and First Nations communities.

- Assisting in research and analysis to inform the development of pricing approaches for higher education funding.
- Contributing to the design and implementation of mission-based compacts, including supporting stakeholder engagement and policy development activities.
- Providing support for legislative design processes, including assisting with drafting materials and coordinating consultation with government and sector stakeholders.
- Supporting work to enhance higher education quality and standards, including contributing to policy advice and aligning regulatory frameworks.

Duties

In the Policy and Program Officer (APS Level 5) role, your responsibilities may include:

- Contributing to the development of written materials, such as policy documents, briefings, and consultation papers.
- Undertaking research and analysis across a range of sources to inform policy development.
- Coordination of program and project activities, including planning, implementation, reporting and evaluation tasks.
- Providing administrative and logistical support for senior stakeholder meetings, including assisting with the preparation of agendas, briefing materials, and discussion papers.
- Supporting stakeholder engagement activities, including coordinating communication with internal and external stakeholders, senior executives, and commissioners.
- Working collaboratively within the team, contribute to a positive and inclusive team culture, and support colleagues in their work and development.

In the Senior Policy and Program Officer (APS Level 6) role, your responsibilities may include:

- Preparing high-quality written materials, including policy advice, briefings, and consultation papers.
- Undertaking research and analysis across a range of sources to inform policy development, including identifying policy issues, potential solutions and continuous improvement to process.
- Supporting programs, project planning and implementation, reporting and evaluation activities.
- Delivering secretariat functions for senior stakeholder meetings, including preparation of agendas, briefings and discussion papers.
- Coordinating and participating in stakeholder engagement activities, including consultation with internal and external stakeholders, senior executives and interim commissioners.
- Working collaboratively within the team, contribute to a positive and inclusive team culture, and support colleagues in their work and development.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

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

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

Notes

APS Level 5 Contact Officer:

Amanda Brown

Amanda.Brown@atec.gov.au

02 6240 0641

APS Level 6 Contact Officer:

Kimberley Dimitriadis

Kimberley.Dimitriadis@atec.gov.au

02 6218 4148

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Amanda Brown, 02 6240 0641
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0763424

National Gallery of Australia

Closing Date:Saturday 11 October 2025

Chief Operating Officer
Human Resources

Job Title	Manager People Services
Job Type	Full-Time, Ongoing
Location	Parkes ACT, Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	This role is expected to be performed in the office at least three days per week, but days and hours are flexible.
Classification	Executive Level 1
Position Number	1103
Agency Website	https://nga.gov.au

Job Description

Fiona.Torline@nga.gov.au

The National Gallery is seeking an experienced and motivated Human Resource (HR) professional to lead the People Services function within our HR team. This role offers the opportunity to manage a broad range of HR services across the employee lifecycle, while shaping the Gallery's culture and future workforce. As a senior member of the team, you will play a key role in delivering people-focused solutions and providing advice that supports our vision of being a world-leading cultural institution.

Our ideal candidate will be an HR practitioner with strong operational experience in managing HR functions such as recruitment, payroll, WHS, case management, and HR policy implementation. You will be confident in applying legislation and policies to ensure compliance and accuracy in HR service delivery.

You will be experienced in leading teams with a focus on mentoring and development. You will lead with a positive, inclusive attitude with a desire to make work fun for yourself, your team and your colleagues.

You are client-focused and have excellent relationship management skills, applying good judgement and compassion to sensitive and complex matters at all levels of the National Gallery. You will demonstrate the highest ethical standards and integrity in all that you do.

You will also bring:

Excellent organisational skills and attention to detail.

Strong oral and written communication skills.

The ability to manage competing priorities in a fast-paced environment.

A collaborative, client-focused approach, with the ability to work well with staff at all levels.

Duties

In accordance with the APS Executive Level 1 work level standards, you will:

Lead the delivery of HR operations, ensuring high-quality, efficient and compliant services.

Provide practical, solutions-focused advice across recruitment, onboarding/offboarding, payroll, WHS (including case management and rehabilitation), and HR policy and processes.

Support the implementation of HR system and process improvements.

Provide accurate advice and reporting to managers, senior staff and Council.

Lead, coach and support members of the People Services team.

Who Are We Looking For?

We are seeking candidates who are outcomes driven, accountable and have experience in HR. To be successful in this role, you will need to demonstrate, or have the potential to develop, the following:

1. Effective stakeholder engagement skills to partner with line areas and translate business requirements into HR strategies as well as work collaboratively across teams.

2. The ability to communicate with influence, including listening actively and clearly articulating your message in oral and written forms, so as to provide a high quality client service experience.

3. Experience in managing your and your team’s workload to achieve results, often working with tight timeframes and competing priorities.

4. The ability to act with integrity, showing judgement and professionalism.

5. Versatility, flexibility and creativity in aligning your work with the strategic priorities of the National Gallery.

Eligibility

To be eligible for this role you must:

- hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Qualifications in HR, or equivalent experience, will be an advantage

Notes

To apply for this role please email your application directly to fiona.torline@nga.gov.au

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As a national cultural institution, we value creativity, originality and integrity. If you are using tools like Chat GPT to help with your application, we ask that you ensure the words you use are you own. Content that reads overly generic or artificial may result in your application not being progressed

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

Contact

As this is a confidential role, applications must be submitted outside the NGA portal. Please read the HOW TO APPLY section first, and if you still require assistance you can request further information about the position by contacting Fiona Torline on +61 2 6240 6625 or Fiona.Torline@nga.gov.au

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Fiona Torline, +61 2 6240 6625
Agency Recruitment Site	Fiona.Torline@nga.gov.au

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Education

Vacancy VN-0763518

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 12 October 2025

Corporate Risk and Quality Assurance Legal Risk and Quality Assurance

Job Title	Senior Risk and Assurance Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Hobart TAS, Perth WA, Darwin NT, Adelaide SA
Salary	$98,062 - $107,835
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	This role can be done remotely (for interstate-based staff); hybrid and flexible work options available
Classification	APS Level 6
Position Number	TBA
Agency Website	www.teqsa.gov.au

Job Description

https://teqsa.bigredsky.com/page.php?

The **Senior Risk and Assurance Officer** works within a team environment reporting directly to the Assistant Director-Corporate Risk & Quality Assurance and is responsible for maintaining and facilitating the implementation and continuous improvement of TEQSA's governance, enterprise risk, and protective security frameworks. The Senior Risk and Assurance Officer is responsible for the day-to-day management of processes that relate to performance reporting and monitoring, protective security requirements, enterprise risk management, and internal quality assurance in line with the Commonwealth Risk Management Policy, the Commonwealth Performance Framework, the Protective Security Policy Framework (PSPF), and the Public Governance, Performance and Accountability (PGPA) Act.

Duties

As **Senior Risk and Assurance Officer**, reporting into the Assistant Director-Corporate Risk & Quality Assurance, you will be responsible and accountable for:

Supporting the agency's performance and governance processes through -

1. Assisting in the implementation of the Policy Framework including administration of TEQBis (TEQSA's business information system) and providing guidance to document/process owners in the review of policies and procedures

2. Assisting the Assistant Director, CRQA in the implementation and improvement of the Agency Planning Procedure and facilitating/monitoring the development of annual group business plans and reports on performance against those plans
3. Implementation and continuous improvement of the Performance Reporting Procedure which includes: coordinating the timely provision and the subsequent verification of performance measures data, analysis and evidentiary artefacts for inclusion in the portfolio budget statements (expected performance results) and the annual report (annual performance statements); preparing briefs, talking points, reports and other written submissions for submission to TEQSA management, the Audit and Risk Committee, the Accountable Authority, the Office of the Minister for Education, and Senate Estimates as required
4. Collaboration with various groups/teams across the agency to continuously improve tools and processes for monitoring and reporting business-as-usual performance measures and special/strategic projects deliverables
5. Management of the Planning and Performance SharePoint sites - ensuring records are current and complete.
6. Development and delivery of training that focuses performance reporting/monitoring, group business planning, and risk management

Supporting the agency’s enterprise risk management and protective security processes which includes -

1. Supporting the AD CRQA and the Chief Risk Officer in the ongoing review of the Enterprise Risk register and the Security Risk Register (SRR with the risk owners and in line with the PSPF requirements, Commonwealth Risk Management Policy, and the agency’s Risk Management Framework)
2. Assisting the AD, CRQA in the implementation and improvement of the Business Continuity Plan including organising the annual business continuity exercises
3. Maintaining the Enterprise-wide Assurance Map which includes conducting validation activities to confirm appropriateness of controls and the level of assurance they provide in mitigating risks, and subsequently working with teams across the agency to strengthen controls and improve the level of assurance they provide
4. Maintaining the currency and completeness of the Agency Security Plan and monitoring the implementation of the processes identified therein and the subordinate policies/procedures/processes in collaboration/consultation with the relevant subject matter experts/ process owners.
5. Recommending, monitoring, and where appropriate implementing strategies to ensure TEQSA’s ongoing compliance with the PSPF requirements
6. Supporting the delivery of reports on TEQSA’s compliance with the Protective Security Policy Framework, including working collaboratively across TEQSA to support a clear understanding of requirements and responses to those requirements.

Eligibility

Eligibility

The successful applicant must:

• be an Australian citizen.

• complete a National Police Check satisfactorily.

• be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

Other relevant information

• a merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.

• This recruitment is being used to fill an ongoing vacancy.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Carmen Quintana, 03 8306 2489
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

Finance

Vacancy VN-0763381

Digital Transformation Agency (DTA)

Closing Date:Monday 13 October 2025

NA
Corporate People and Culture

Job Title	Senior HR Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Canberra ACT, Sydney NSW, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT
Salary	$95,804 - $112,517
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	181_09/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

P**urpose and meaning** - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position is within the People and Culture team and is part of the Corporate Branch. The Senior HR Advisor provides expert guidance and support to DTA employees on a range of human resource matters, including Work Health and Safety (WHS), rehabilitation, performance management, and employee conduct.

This role offers the opportunity to work across diverse areas of HR, helping you build broad expertise while exploring what truly interests you. You’ll be supported to learn, grow, and contribute to meaningful initiatives that shape the employee experience at DTA.

The Senior HR Advisor will be a human-centered and collaborative professional, with proven experience in managing relationships with internal and external stakeholders at all levels.

Please note: This role may require interstate travel from time to time.

Key duties:

- Collaborate across the HR team to support a broad range of HR functions, including case management, WHS, performance management, and generalist HR activities.
- Manage sensitive and complex cases related to rehabilitation, performance, probation, and conduct within the APS context, providing clear, impartial advice to employees and managers while maintaining accurate case records.
- Develop and apply early intervention strategies, interpret and apply relevant policies and legislation, and support both employees and managers through case-related matters.
- Deliver timely, accurate, and professional advice to employees regarding employment conditions.
- Contribute to the enhancement of policies and guidance materials to promote best practice approaches in case management, WHS, and performance management.
- Support DTA’s WHS obligations by assisting with incident management and investigations, identifying risks and controls, contributing to WHS reporting, and helping manage the Employee Assistance Program.
- Lead and implement new health, safety, and wellbeing initiatives, programs, and systems.

- Identify and assess opportunities to improve the efficiency and effectiveness of HR services for employees, managers, and external stakeholders.
- Lead and support HR projects using agile and user-focused methodologies to deliver impactful outcomes.
- Prepare high-level briefings and correspondence on HR matters, including cross-functional initiatives.
- Develop communication strategies and educational campaigns to promote HR projects and initiatives across the agency.
- Contribute to regular reporting and briefing activities as required.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Shannon Denley, 0476 113 709
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0763407

Digital Transformation Agency (DTA)

Closing Date:Monday 13 October 2025

Strategy, Planning and Performance
Strategy and Prioritisation Secretariat

Job Title	Assistant Director, Secretariat
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$124,015 - $137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	173_08/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Secretariat section and is part of the Strategi and Prioritisation Branch. The Assistant Director, Secretariat is responsible for providing strategic advisory and secretariat services across a range of internal and external governance committees. This includes establishing new governance frameworks and approaches to support the DTA to achieve its mission and objectives, as well as support its strategic engagements with key stakeholders.

Please note: This role may require interstate travel from time to time.

Key duties:

- Develop policies and procedures to strengthen the DTA’s governance.
- Develop a secretariat function to support the DTA’s strategic engagement priorities.
- Manage the provision of secretariat support for various internal / external fora, including:

o Secretaries Digital and Data Committee

o Digital Leadership Committee

o AI-related forums

o DTA Executive Board

- Manage coordination activities as required to support the DTA’s contribution to portfolio wide and strategic consultation, including the preparation of briefings for the ChiefExecutive Officer.
- Review existing policies and procedures with a view to strengthening the work of the Secretariat
- Supervise and develop staff through training and coaching, performance feedback and career development.
- Contribute to the overall work of the Division by working flexibly, including performing duties associated with other EL1 positions as required.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Jesse Emery, 0476 989 502
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0763412

Austrade

Closing Date:Sunday 19 October 2025

Trade and Investment - South Asia

Job Title	Senior Trade and Investment Commissioner, Mumbai
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	International International
Salary	-
Future Merit Locations	International
Office Arrangement	On Site
Office Arrangement Details	The candidate will be required to work predominantly on site; work from home will be supported where operationally feasible.
Classification	Senior Executive Service Band 1
Position Number	5981_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is an Australian Commonwealth Government agency with approximately 1,110 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage.

Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality

international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms.

Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people.

Want to know more about working at Austrade? Click here.

Duties

South Asia is a burgeoning region for Australian trade and investment, and the role of Senior Trade and Investment Commissioner (STIC) plays an important role in supporting Australia's diversification and growth story. A Comprehensive Economic Cooperation Agreement (CECA) is in negotiation with India, with an interim free trade agreement in place, delivering strong growth for exporters and new opportunities for investors. A "New Roadmap for Australia's Economic Engagement with India" highlights the economic complementarity for Australia with India. Austrade's work in trade in South Asia focusses on Education, Green Economy, Critical and Enabling Technology, Agribusiness, and Defence, Advanced Manufacturing and Space. Our work in attracting Indian investment from India to Australia focusses on projects aligned with net zero and economic security.

Trade and Investment Framework Agreements are also progressing in the other key markets across the region (Bangladesh and Sri Lanka).

The Austrade team in South Asia is strong in size and capability. A team of 90 working across 8 offices in India, Bangladesh and Sri Lanka are supporting Australian clients to access the region and its opportunities. The team also covers Nepal, Bhutan, and the Maldives on specific targeted commercial opportunities. As the senior leader of a culturally diverse team, the STIC will be a confident, persuasive leader with a track record of successfully leading teams in complex operating environments, engaging teams to improve performance and delivery.

While reporting to the General Manager, South Asia, the STIC will be expected to work collaboratively across leadership on trade and investment projects and ensure commercial success for our clients. The STIC will take responsibility for delivery on the South Asia Business Exchange, provide oversight to our Project Management Office, coordinate engagement across the region and, leverage the badge of government to establish trusted relationships. The STIC will be a part of the broader Australian Government's senior leadership team working collaboratively with our Consuls General and High Commissioners and their teams (representing various Australian Government Departments) across the region.

Eligibility

Australian Citizenship – Our successful candidate must be an Australian citizen.

Language Proficiency – Our successful candidate must be fluent in written and spoken English.

Overseas Posting Eligibility – Internal candidates must meet the eligibility requirements outlined in Austrade's People Policy – Overseas Postings & Return to Australia (A-Based Employees).

Security Clearance – Our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 2 security clearance.

Notes

The opportunity

This non-ongoing opportunity at the SES Band 1 classification is compromised of the following:

- A pre-posting placement based in Australia for a non-ongoing (specified task), for a period of up to six (6) months, to complete mandatory pre-departure requirements; and

- A long-term overseas assignment in Mumbai, India, for a non-ongoing (specified task), for a period of up to three (3) years.

Commencement with Austrade in Australia is anticipated to be in early to-mid 2026, with overseas posting assignment in India in mid-2026 until mid-2029.

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

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To Apply

Position Contact	SES Unit, SESUnit@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763477

Austrade

Closing Date:Wednesday 22 October 2025

Job Title	Senior Grants Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$101,322 - $110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5975_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's Client Programs Branch delivers grant programs to assist exporters and businesses across Australia. The government recently announced an $18.5 million targeted regional tourism support package. As a senior grants officer you will assist in program design and end-to-end delivery of the grants under this package.

The package includes:

• $10 million for the Reef Educational Experience Fund including a rebate program for school excursions to the reef, support for local reef operators and funding for Tourism Tropical North QLD.

• $8.5 million to support tourism in Central Australia including resilience grants for local tourism operators, a tourism development fund and funding for Tourism Central Australia.

Duties

- Program design work including stakeholder consultation, drafting grant guidelines and other key documents, defining program objectives and outcomes, identifying and managing risk.
- Liaising with grant applicants and other stakeholders across the program life cycle, providing technical advice on the eligibility criteria and helping to resolve issues and complaints.
- Assessing the eligibility of grant applications and milestone reports and making recommendations to the Grants Manager supported by evidence and analysis.
- Maintaining accurate information and data on SmartyGrants and other internal systems and spreadsheets.
- Extract and analyse data and prepare quality reporting materials for senior management.
- Negotiate and prepare grant agreements for successful applicants, assess milestones and process and report on milestone payments.
- Utilising technology and undertaking administrative tasks to support consistent, efficient and compliant management of grants.

Eligibility

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

Notes

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

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To Apply

Position Contact	Nicole Poort, +61 3 9648 3263
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763520

Austrade

Closing Date:Wednesday 15 October 2025

Trade and Investment
Trade Technology and Defence

Job Title	Global Engagement Adviser
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$89,771 - $100,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 5;APS Level 6
Position Number	5994_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is Australia's global trade and investment agency, connecting Australian businesses with the world and attracting foreign investment into Australia. We're a dynamic and purpose driven organisation, playing a vital role in shaping Australia's economic future. We are seeking a highly

motivated and experienced professional to join as the Global Engagement Adviser providing critical support to Austrade's global health team.

You will be assisting with planning, coordination and project work to delivering high quality industry insights, identification and triaging of exporter needs and events. The role is responsible for ensuring accurate client pipeline management, effective service delivery, and strong stakeholder relationships to advance Australia's trade and investment goals.

This position requires a proactive and detail-oriented professional who can work collaboratively across teams, manage competing priorities, and contribute to Austrade's strategic objectives.

Duties

- Assisting the team on strategic projects, including and not limited to events, client management, stakeholder engagement, budgeting, logistics and other operational activities to ensure successful delivery of our initiatives.
- Support proactive engagement with clients, including coordinating meetings, responding to enquiries, and contributing to tailored service delivery that aligns with Austrade's strategic priorities. Flexibility to support delivery of priorities across the Trade Division
- Perform secondary research for statistical and/or research reports for internal or external consumption. This may include contributing to market assessments for clients.
- Ensure the accuracy and quality of client account records, leads and opportunities. This includes effective use of CRM System, SharePoint and other digital tools to manage workflow and information sharing.
- Assisting with rapport building with internal and external stakeholders including liaising with internal stakeholders to resolve moderately complex issues. This may also include representing Austrade at internal and external meetings and conferences.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

Eligibility

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

Notes

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

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To Apply

Position Contact	Mr Munish Sharma, Director – Health, +61 (2) 9392 2232
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763537

Austrade

Closing Date:Thursday 16 October 2025

Trade and Investment
Trade Technology and Defence

Job Title	Landing Pads Adviser
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	$101,322 - $110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5982_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking an Adviser to support the delivery of the Landing Pads program. The Landing Pads support export-ready Australian technology companies to enter and expand in key international markets. The program offers support for companies to develop their market entry strategy, introductions to partners and customers and advice from local market experts to accelerate growth and scale internationally.

As the Landing Pads Adviser, you'll join the Critical Technology and Defence Branch at Austrade, working within the Landing Pads network to promote the international growth of export-ready Australian technology businesses within Austrade's current priority critical technology subsectors of Agritech, Fintech, Quantum, Cyber, Edtech, Digital Health, AI, Smart Cities & Data Centres.

Duties

- Work in close collaboration with the Landing Pad teams in the United States, United Kingdom, Vietnam, Indonesia, Singapore and Singapore, to plan and execute virtual and in-market program activities.
- Collaborate with Austrade's Marketing team to execute campaigns to promote the Landing Pads and Australian technology.
- Assist to create various marketing materials, including website copy, social media posts, and program flyers.
- Use Austrade's CRM and other digital systems to track and support client engagement
- Support the development of quality connections with Australia's technology industry stakeholders and understand the nature of the ecosystem.

- Support the broader Critical Technology team on strategic projects, including but not limited to events, client management, stakeholder engagement and other operational activities to ensure successful delivery of our initiatives.

Eligibility

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

Notes

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

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To Apply

Position Contact	Madeline Ferguson, +61 468 653 726
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763548

Austrade

Closing Date:Thursday 16 October 2025

Trade and Investment
Trade Office of the General Manager, Trade

Job Title	Adviser, Trade Strategy
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$101,322 - $110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5973_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

We are seeking a highly motivated Strategy Officer to join the Office of the General Manager, Trade. This role provides strategic and analytical support to the GM Trade and leadership team, helping drive Austrade's trade strategy, policy alignment, and organisational performance.

You will work at the centre of Austrade's trade division, contributing to strategic planning, coordination of priorities, executive briefings, and cross-agency engagement. The role offers an opportunity to contribute to high-profile initiatives that shape Australia's trade outcomes.

Duties

- Provide strategic and analytical support to the GM Trade, including preparing briefs, presentations, and advice on trade priorities, program performance, and policy settings.
- Contribute to the design, implementation, and monitoring of trade strategies, including efforts to drive trade diversification and export resilience.
- Provide secretariat support to the National Trade Forum and assist in the coordination of divisional planning, governance, reporting, and budget processes.
- Support executive engagement with Ministers, industry, state/territory governments, and international partners through high-quality briefing materials and presentations.
- Undertake research and analysis on trade policy, market trends, and sectoral opportunities to inform strategic decision-making.

- Build effective working relationships across Austrade, government agencies, and external stakeholders to support delivery of trade priorities.
- Contribute to a high-performing and collaborative team culture, demonstrating adaptability in a fast-paced environment.
- Working closely within the Office of the General Manager to manage the GM's forward work schedule, as well as tracking key events and engagements across the division.

Eligibility

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

Notes

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

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To Apply

Position Contact	Malcolm Roberts, +61 (4) 0308 9251
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763559

Austrade

Closing Date:Thursday 16 October 2025

Trade and Investment
Trade technology and Defence

Job Title	Global Engagement Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$117,157 - $131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5976_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking a Global Engagement Manager (GEM) to join our Critical & Enabling Technology trade team. The GEM will provide export assistance to Australian technology businesses, with a focus on supporting clients in critical technology sectors (e.g. artificial intelligence, quantum, advanced ICT, autonomous technologies).

You'll join the Critical Technology and Defence Branch at Austrade, working with a portfolio of technology clients, supporting Austrade international programs and initiatives, to promote the international growth of export-ready Australian technology businesses.

Duties

- Work independently with a portfolio of select, high-growth Australian critical technology businesses, to understand their export needs and support their international expansion. This is delivered in collaboration with Austrade's global network of staff, alongside industry and government stakeholders.

- Support the development and delivery of Austrade international programs (such as trade missions), that help critical technology clients to understand and access international markets.
- Develop and maintain quality connections with Australia's technology industry stakeholders and understand the nature of the ecosystem.
- Represent Austrade and Australia in corporate and government settings, to identify and connect with potential Austrade clients, and support Australian government objectives.
- Work collaboratively with colleagues in Austrade's global network as well as in state and territory government trade promotion agencies.
- Use Austrade's CRM and other digital systems to track and support client engagement

Eligibility

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

Notes

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To Apply

Position Contact	Madeline Ferguson, +61 468 653 726
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763571

Austrade

Closing Date:Wednesday 15 October 2025

Trade and Investment
Trade Green Economy and Agrifood

Job Title	Global Engagement Advisor
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW, Perth WA
Salary	$101,322 - $110
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5983_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission (Austrade) is the Australian government agency responsible for trade promotion and investment attraction globally.

Austrade's Global Engagement Advisers (GEAs) work with the onshore Trade team, overseas Posts across 50+ markets and external partners to deliver initiatives that help Australian businesses to grow and diversify their exports. GEAs provide the Trade team with professional support to deliver against Austrade's Trade strategy including by managing projects, conducting research, coordinating events, liaising with government and industry stakeholders and contributing to marketing and communications activities.

We are seeking three enthusiastic, proactive and passionate individuals with 3-5 years of experience in business development, international business, project management, marketing and communications, industry or government roles. Knowledge about the AgriFood, Energy,

Infrastructure or Green Economy sectors would be highly regarded. Suitable applicants should be able to work well both independently, and as part of a team, to deliver against organisational and program objectives.

Duties

Work with experts across Austrade, and its partners, to contribute to programs and initiatives that help Australian businesses to grow and diversify their exports including by;

- Working with Austrade's overseas Posts to coordinate delivery of events, both in Australia and internationally;
- Assisting to deliver programs for international buyers visiting Australia;
- Establishing and maintaining relationships within Austrade and its stakeholders that contribute to the effective delivery of work objectives;
- Contributing to marketing and communications activities, including capturing success stories and preparing social media posts;
- Conducting research and working with overseas Posts to capture and report on market and industry trends that are creating opportunities for Australian exporters;
- Maintaining client records in Austrade's CRM system and other software as relevant;
- Contributing to business reporting and governance activities.

Eligibility

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

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Isaac Court, isaac.court@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763624

Austrade

Closing Date:Sunday 19 October 2025

Digital and Technology Services
Digital Architecture and Platforms

Job Title	Enterprise Architect
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$137,054 - $159,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	5984_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking an Enterprise Architect to oversee and manage its technology strategy. As Enterprise Architect you will be responsible for developing the Austrade Digital and Technology Strategy, managing the Austrade architecture team, ensuring compliance with standards and patterns and overseeing Austrade's architecture governance

Duties

- As the senior member of the Digital Architecture and Platforms management team, provide detailed strategic advice on all matters relating to the capabilities and limitations of technology in support of Austrade's business functions.
- Develop an extensive understanding of Austrade's onshore and offshore business functions, individual business units and their respective drivers, issues and requirements.
- In consultation with key stakeholders, develop, deliver and maintain a business outcomes focused ICT strategic plan and Enterprise Architecture, taking into account the regulatory environment in which Austrade operates.
- Manage and guide the Architecture team to ensure maintenance of architecture best practices and alignment with technology direction. Mentor and coach other architects.
- Maintain strong relationships with project stakeholders to ensure technological change is done in alignment with architectural patterns and the ICT strategy.
- Maintain architecture governance within Austrade to ensure alignment of new systems to architectural patterns and standards.
- Foster technology focused strategic relationships with other government agencies and technology suppliers.
- Work as part of the Austrade management team to contribute to service delivery while supporting the practice of diversity in the workplace, ethical practice and occupational health and safety principles.

Eligibility

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

Notes

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

About the Austrade

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

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

To Apply

Position Contact	Ethan Weatherfield, +61 (2) 6201 7446
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763458

Australian Secret Intelligence Service

Closing Date:Monday 13 October 2025

not specified
not specified not specified

Job Title	FMIS –Financial Management Information systems - Systems Accountants
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$101,169 - $133,968
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	on site
Classification	APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

Role - Level 5 to Level 6 FMIS – Systems Accountants

As the Systems Accountant in ASIS you will be responsible for delivering high quality and effective support through the management of ASIS's Financial Management Information System (FMIS). Your contribution will go towards ensuring the finanical integrity of ASIS and its business groups. This will involve effective collaboration with team members and stakeholders, as well as ensuring compliance with all aspects of Australian legislative and regulatory requirements.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

Manage one or more of the following areas of responsibility:

· Management of TechnologyOne modules with a focus on:

o Financial Management and Reporting

o Business Process Automation including Workflows, DocOne and ETLs

o Supply Chain Management with a focus on Contract Management

o Travel & Expenses

· Assist in providing regular system support to a wide and geographically dispersed user base; Build strong relationships with internal clients, including the provision of targeted training where required;

· Identify, analyse and develop solutions to new requirements;

· Identify, analyse and develop improvements to existing business processes;

· Supervise external consultants where required;

· Coordinate and manage TechnologyOne's CiAnywhere offering on deployment of new patches and version upgrades for enhanced functionality.

Eligibility

Skills and Experience Required

- Demonstrated experience in administering financial systems and associated tools (Technology One experience preferred);
- Demonstrated experience in financial accounting practices including financial processing and/or reporting;
- Demonstrated experience in reporting and Analytics with a focus on ETLs, XLOne, DocOne and Enterprise Budgeting.
- Well developed communication and liaison skills;
- Qualifications in Information Technology, Commerce, Accounting, Finance or related disciplines highly regarded.

Notes

Capabilities

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

Shapes strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;

- Harnesses information and opportunities; and
- Shows judgment, intelligence and commonsense

Achieves Results:

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

Job Specific Requirements

· Demonstrated experience and education relevant to the role

Applicant Instructions:

To APPLY, please submit an application ONLINE via the website.

Candidates are required to provide a one page pitch (**maximum 750 words**) outlining your skills and experience relevant to the role along with a detailed resume.

APPLICATIONS CLOSE: 13 October 2025 11:59 (AEDT)

What Happens Next?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0763529

Australian Secret Intelligence Service

Closing Date:Monday 13 October 2025

Not provided
Not provided Not provided

Job Title	OPERATIONS ANALYST - Executive Level 2
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$171,497 - $202,365
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Executive Level 2
Position Number	Not provided
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

As an experienced Operations Analyst, you will work within a geographic or thematic Headquartersbased team to enable operational outcomes, and support intelligence collection and distribution priorities to deliver impact against the Australian Intelligence Missions (AIMs). You will collaborate with a range of specialised contributors to generate operational impact. These may include HUMINT collectors, linguists, technical specialists, secondees and integrees from counterpart agencies and external agency customers.

Operations Analysts work within a team to understand and apply critical thinking and analysis techniques as part of the intelligence cycle to analyse information, evaluate opportunities and communicate to inform decisions at the strategic, operational and tactical levels.

The role aligns intelligence opportunities to government requirements; supports administration, planning and execution of secure and compliant operations, and communicates operational outcomes to relevant stakeholders.

An Executive Level 2 Operations Analyst undertake work with a high level of complexity or sensitivity and operate under broad direction. They exercise a significant degree of independence and perform an important leadership role. Employees at this level will be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.

EL 2 Operations Analysts provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.

EL 2 Operations Analysts are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

This is a **Canberra based position** with requirement for short term overseas travel to engage with overseas posted officers or international partners

Duties

Support to Operations

- Drive collection management by translating customer requirements into broad collection priorities and assess, through engagement with ASIS customers, the benefit and impact of operations.
- Collaborate with relevant SES, both overseas and Australia based, to develop and maintain a clear strategic direction for their teams, and implement work plans and priorities for their teams to enable ASIS operations.
- Develop, coach and mentor members of the Section, including performance management, conflict resolution and identification of training needs.
- Sustain the capability of the Section by managing staff, finances, work flow, and procurement.

Liaison & Customer Relationships

- Represent ASIS and engage National Intelligence Community partners, policy stakeholders, decision-makers in the Australian Government and foreign liaison partners to enable the delivery of ASIS’s objectives and facilitate cross-agency planning and collaboration.
- Contribute to the preparation of correspondence, including, ministerial submissions and internal briefings

Risk Management

- Identify and treat risk through the application of ASIS’s risk management framework.

Legal, Governance & Assurance

- Provide advice on the Intelligence Services Act 2001, particularly with regard to compliance with ASIS functions, to ensure activities are conducted in accordance with ASIS’s legislative/policy framework, and to ethical standards.

Counter Intelligence

- Identify CI threats and collate relevant CI data to contribute to the safe conduct of operations.

Reporting and Targeting

Some specific jobs also undertake specific functions.

- An Operations Analyst performing a reporting function may include the creation, review and dissemination of Secret Intelligence reporting, and liaising with customers.
- An Operations Analyst performing a targeting role support operations by employing targeting methodologies, data management and exploitation.

Eligibility

EDUCATION / QUALIFICATIONS / EXPERIENCE

One or more of the following education, qualifications and/or experience will be highly regarded:

- Demonstrated expertise in research and analysis;
- Proficiency in techniques or technology which assist the collection, mining, manipulation, fusing, exploitation and visualisation of data;
- Demonstrated proficiency undertaking open source (internet) and social media research;
- Relevant tertiary qualifications or work/life experience;
- Demonstrated experience producing superior written material for Government;
- Well established networks or productive working relationships with a range of stakeholders within the National Intelligence Community
- Relevant experience in a national security or intelligence related role.
- Experience in roles leading multi-agency or cross-portfolio engagements.
- Other relevant skills/expertise (e.g. foreign language expertise).

SELECTION CRITERIA

Candidates are encouraged to consider the below selection criteria when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

Shapes strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities;
- Shows judgment, intelligence and common sense.

Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise; Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

Cultivates Productive Working Relationships

- Nurtures internal and external relationships
- Facilitates co-operation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people.

Exemplifies personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action; Displays resilience
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience
- Negotiates confidently.

Job Specific Requirements

- Refer to the essential and beneficial education/qualification/experience requirements.

For more information on the ILS, tips on applying for jobs in the Australian Public Service, go to the APSC website found at www.apsc.gov.au.

Notes

HOW TO APPLY

You are required to provide a CV and a written ‘pitch’ (maximum 800 words) that demonstrates your suitability for the role.

The pitch is an opportunity to detail why you are the right person for the role. The Selection Committee want to know why you are interested in the role and what you can bring to the role.

APPLICATIONS CLOSE: Monday 13 th October 2025 at 11:59pm (AEDT)

ELIGIBILITY

Candidates must be Australian citizens. The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0763618

Australian Secret Intelligence Service

Closing Date:Sunday 14 December 2025

Not specified
Not specified

Job Title	Talent Register: Data Engineering Professionals
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$97,148 - $202,365
Future Merit Locations	Canberra, Adelaide
Office Arrangement	On Site
Office Arrangement Details	Office based roles only
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is Australia’s overseas secret intelligence collection agency. Its mission is to protect and promote Australia’s vital interests through the provision of intelligence services as directed by the Australian Government.

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and administration skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds. We offer a competitive salary packing, including 22 days annual leave, shutdown between Christmas and New Year’s Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid maternity/paternity leave.

Positions for these roles are based in Canberra and/or Adelaide CBD.

Data Engineering Professionals (Level 4—EL2)

Are you keen to design and develop world-class capabilities, turning data into knowledge and operational outcomes? Are you passionate about building solutions to allow data to tell its story? ASIS offers an opportunity to achieve these goals in an uncompromisingly unique environment. As a Data Professional in ASIS, you will have the chance to actively enable our operational teams to make the best use of ASIS's unique data assets.

ASIS leverages the wide world of open source software and supplements it with our own development to deliver the bespoke tools required for the ASIS mission. Among our core languages are Python, Scala, Java, C++, Rust and JavaScript. Our toolset includes Spring, PyTorch, Tensorflow, Apache Spark, Apache Accumulo, Apache Hadoop, Apache NiFi, Apache Solr, Ansible and Git. We leverage structured and unstructured data, including geospatial and multilingual data sets of varying quality. Ideal candidates will be extraordinarily innovative, self-motivated and keen to use these toolsets to craft new systems that are simply not found in any other organisation. If this sounds like an environment you could thrive in, then apply for one of these unique positions.

We have a number of positions available including:

Site Reliability Engineers at Level 5 to EL2;

Software Engineers at Level 4 to EL1;

Data Specialists at Level 4 to Level 6

Duties

A Level 4 candidate would be expected to be new to the area and work under the guidance and supervision of a more senior officer.

A candidate at the Level 5 level would be expected to have one to two years real-world experience and will be working under some supervision.

A Level 6 level candidate would be expected to have more experience and operate with limited supervision within a core group of developers.

A candidate at the EL1 level is expected to have substantial experience, and some deep technical expertise. They operate entirely independently and have the capacity to fulfil leadership roles as required.

EL2 candidates fulfil principal engineer or section leadership roles. They are expected to have substantial experience and significant deep subject matter expertise in their field of specialisation.

Please refer to the Selection Documentation for the job available through our Careers Page for more information.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0763621

Australian Secret Intelligence Service

Closing Date:Sunday 14 December 2025

Not specified
Not Specified

Job Title	Talent Register: AI, Machine Learning, Data Science & Analytics
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$97,148 - $169,572
Future Merit Locations	Canberra, Adelaide
Office Arrangement	On Site
Office Arrangement Details	Office based roles only
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is Australia’s overseas secret intelligence collection agency. Its mission is to protect and promote Australia’s vital interests through the provision of intelligence services as directed by the Australian Government.

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and administration skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds. We offer a competitive salary packing, including

22 days annual leave, shutdown between Christmas and New Year's Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid maternity/paternity leave.

Positions for these roles are based in Canberra and/or Adelaide CBD.

AI, Machine Learning, Data Science & Analytics (Level 4—EL1)

Are you keen to design and develop world-class capabilities, turning data into knowledge and operational outcomes? Are you passionate about building solutions to allow data to tell its story? ASIS offers an opportunity to achieve these goals in an uncompromisingly unique environment. As a Data Professional in ASIS, you will have the chance to actively enable our operational teams to make the best use of ASIS's unique data assets.

ASIS leverages the wide world of open-source software and supplements it with our own development to deliver the bespoke tools required for the ASIS mission. Among our core languages are Python, Scala, Java, C++, Rust and JavaScript. Our toolset includes Spring, PyTorch, Tensorflow, Apache Spark, Apache Accumulo, Apache Hadoop, Apache NiFi, Apache Solr, Ansible and Git. We leverage structured and unstructured data, including geospatial and multilingual data sets of varying quality. Ideal candidates will be extraordinarily innovative, self-motivated and keen to use these toolsets to craft new systems that are simply not found in any other organisation.

If this sounds like an environment you could thrive in, then apply for one of these unique positions.

Duties

A Level 4 candidate would be expected to be new to the area and work under the guidance and supervision of a more senior officer.

A candidate at the Level 5 level would be expected to have one to two years real-world experience and will be working under some supervision.

A Level 6 level candidate would be expected to have more experience and operate with limited supervision within a core group of developers.

A candidate at the EL1 level is expected to have substantial experience, and some deep technical expertise. They operate entirely independently and have the capacity to fulfil leadership roles as required.

Please refer to the Selection Documentation for the job available through our Careers Page for more information.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0763627

Australian Secret Intelligence Service

Closing Date:Friday 17 October 2025

Not specified
Not Specified

Job Title	Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,148 - $101,338
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	International travel involved
Classification	APS Level 4
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

Ever found yourself in intelligence gathering - the process of learning the intentions of others in order to make more informed decisions?

The Intelligence Officer's role, in essence, is to collect, manage and plan intelligence gathering from sources outside of Australia's borders. In many cases, the intelligence they're collecting involves an active threat to Australia's security or economic interests.

To do this, they use superior intellect, interpersonal skills and judgement to lead successful intelligence operations. Although they share these common traits, there is no stereotypical Intelligence Officer. So if you're highly motivated, curious about people and like to travel, this may be the role for you.

You will have an innate sense of-curiosity, enjoy connecting with people from different cultures, and know what it takes to strive for results. You will be put in situations that draw on your judgement, intellect and inner strengths like no other type of job.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait

Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

Duties

To succeed as an Intelligence Officer, you will need to demonstrate superior interpersonal and liaison skills in order to build strong relationships with people. You will have presence and impact, with a proven ability to interact effectively with people from diverse cultures and backgrounds.

Intelligence Officers must be curious, quick-thinking and highly self-motivated, with excellent written communication skills, high levels of maturity, excellent judgement and the ability to assess risk. As Intelligence Officers operate in difficult and high-pressure environments, you will also need to demonstrate the highest level of personal integrity and professionalism.

For more information, please refer to Intelligence officers also available through our Careers Page.

Additional information on application instructions is provided on the job ad available through the Current vacancies page of our website

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

Please note: ASIS does not provide feedback to unsuccessful applicants.

To apply please visit the ASIS website to view further job details and criteria.

About the Australian Secret Intelligence Service

ASIS is Australia’s overseas secret intelligence collection agency. Its mission is to protect and promote Australia’s vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia’s coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Health

Vacancy VN-0763186

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Complaints Commissioner
Intake and Complaints Resolution Group Assessment Allocation and Resolution Team, Regional Resolution Teams (SA/WA/NT, QLD, NSW/ACT & VIC/TAS)

Job Title	Affirmative Measure - Senior Complaints Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated.
Classification	APS Level 6
Position Number	808_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Intake and Complaints Resolution Group (ICRG) works with people receiving aged care services, their supporters and service providers to resolve concerns and make positive improvements for people receiving aged care. The Complaints section is part of ICRG which supports managing risk, complaint resolution, sharing intelligence and where required, an integrated regulatory response.

About the Role

Senior Complaints Officers are focused on making positive improvements for people receiving aged care, their supporters and service providers Senior Complaints Officers use a range of techniques to resolve complaints in a timely and effective manner, such as desk-based investigations, facilitated discussions and meetings or site visits. Our complaints teams aim to resolve complaints in an impartial manner, achieving positive outcomes for older people, improving their aged care experience.

Senior Complaints Officers have a strong customer outcome focus, with the resilience and confidence to liaise with internal and external stakeholders in all cases, from daily interactions to complex and contentious matters.

Duties

Position duties include, but are not limited to:

- Work with complainants, people receiving care, their supporters and service providers to identify concerns and develop options to achieve resolution.
- Analyse and interpret information presented to you including identifying, prioritising, escalating and managing risks within your caseload.
- Contribute to the overall objectives and outcomes of your team, including meeting legislated and other key performance indicators.
- Positively contribute to the work of your team by sharing ideas, offering support and collaborating on key tasks.
- Manage high caseloads involving complex and sensitive subject matter and competing priorities.
- Have difficult conversations with stakeholders including aged care recipients, their supporters and service providers
- Accurately record information including, detailed file notes, risk assessments, referrals, recommendations and escalation briefs.
- Produce high quality correspondence for complainants, people receiving care, their supporters and service providers. Correspondence needs to be person centred, as well as meeting the principles and requirements of administrative decision making.
- Be allocated duties that may not be specifically mentioned in the position description, that are within the capacity, qualifications and experience normally expected from persons occupying positions at the APS6 classification.

Eligibility

To be successful in this role you will need to demonstrate the following:

- High level analytical and problem-solving skills, the ability to assess and manage risk, work within legislative requirements, make impartial recommendations.
- A strong understanding of the principles of administrative decision making.
- A strong understanding of the aged care sector and the ability to interpret, understand and apply, or to quickly acquire knowledge of relevant legislation, including the Aged Care Act 1997 and Aged Care Quality Standards.
- Excellent written and oral communication skills including the ability to write comprehensive evidence-based recommendations and reasons for decisions tailored to your audience.
- Excellent interpersonal, oral and written communication skills as well as the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people and stakeholders.
- A knowledge and understanding of Aboriginal and/or Torres Strait Islander culture, health and wellbeing.
- Manage interpersonal relationships with respect and work within your team to accomplish organisational goals.
- Well-developed time management skills to thrive in a busy environment ensuring your case load and competing priorities are actioned appropriately.
- Strong stakeholder engagement skills and the ability to maintain productive working relationships.
- Identifying broader factors, trends and influences that may impact on the team’s objectives.
- Publicly represent the commission, acting professionally (including adhering to APS Values & Code of Conduct) and operating within the boundaries of organisational processes and legal and public policy directions.
- Desirable skills, experience and qualifications
- Experience in complaints management, dispute resolution, legal, aged care, clinical experience, or financial experience (including with financial fee structures of aged care providers) is highly desirable but not mandatory.
- Role specific requirements
- Required to provide evidence of seasonal influenza and COVID 19 vaccinations
- Attend the required induction programme, a portion of which will be on site over consecutive weeks

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant’s suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763206

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Complaints Commissioner
Intake and Complaints Resolution CCD ICR Assessmt Alloctn and Resolutn SN, CCD ICR VIC TAS Complaints SN, CCD ICR NSW ACT Complaints SN, CCD ICR SAWANT Complaints SN, CCD ICR QLD Complaints SN

Job Title	Affirmative Measure - Complaints Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Perth WA, Melbourne VIC, Sydney NSW
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 5
Position Number	807_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

Intake and Complaints Resolution Group (ICRG) works with people receiving aged care services, their supporters and service providers to resolve concerns and make positive improvements for people receiving aged care. The Complaints Resolution section sits within ICRG which supports managing risk, complaint resolution, sharing intelligence and where required, an integrated regulatory response.

About the Role

Complaints Officers are focused on making positive improvements for people receiving aged care, their supporters and service providers. Complaints Officers use a range of dispute resolution techniques to resolve complaints, such as desk-based investigations, conciliation, service provider resolution or site visits. Investigations are primarily conducted from the office and occasionally site visits are required.

Complaints Officers have a strong customer outcome focus, with the resilience and confidence to liaise with internal and external stakeholders in all matters, from daily interactions to contentious matters.

Duties

Position duties include, but are not limited to:

- Working with complainants, people receiving care and service providers to identify concerns and developing options to achieve resolution
- Managing calls and managing difficult conversations and tailoring communication strategies to a diverse group of stakeholders
- Analyse and interpret information presented to you including identifying, escalating and managing risks within your caseload seeking guidance as required.
- Accurately recording information including, preparing detailed reports, correspondence and recommendations
- Effectively managing individual caseloads while contributing to the overall objectives and outcomes of your team
- The incumbent can expect to be allocated other duties

Eligibility

To be successful in this role you will need to demonstrate the following:

- Strong analytical and problem-solving skills, the ability to assess and manage risk, work within legislative requirements, make impartial recommendations and access and use specialist advice when needed
- Strong written and verbal communication skills including the ability to write comprehensive evidence-based recommendations and reasons for decisions makers
- Excellent interpersonal, oral and written communication skills as well as the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people and stakeholders.
- A knowledge and understanding of Aboriginal and/or Torres Strait Islander culture, health and wellbeing.
- Time management skills to thrive in a busy environment ensuring your case load and competing priorities are actioned appropriately.
- Collaboratively achieving outcomes and influencing positive culture in the workplace.
- Ability to identify broader influences that may impact on the team’s work objectives.
- Demonstrates an awareness of the implications of issues for own work and work area.

Desirable skills, experience and qualifications

- Experience in complaints management, dispute resolution, legal, aged care, clinical experience, or financial experience (including with financial fee structures of aged care providers) is highly desirable but not mandatory.

Role specific requirements

- Required to provide evidence of seasonal influenza and COVID 19 vaccinations
- Attend the required induction programme, a portion of which will be on site over consecutive weeks

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763207

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Complaints Commissioner
Risk Intake and Inspectorate CCD ICR Commission Contact Centre SN

Job Title	Affirmative Measure - Customer Contact Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$80,425 - $84,980
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 4
Position Number	806_08/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

Intake and Complaints Resolution Group (ICRG) works with people receiving aged care services, their supporters and service providers to resolve concerns and make positive improvements for people receiving aged care.

The Customer Contact Team (CCT) is one of the first points of contact for consumers, aged care providers, and other members of the public to engage with the Commission. The CCT responds to a range of contacts including enquiries, feedback, out of scope contacts, and complaints via phone, email, web, and post.

The Customer Contact Team is a dynamic and fast paced environment where no day is the same.

About the Role

The Customer Contact Officer plays a pivotal role at the Aged Care Quality and Safety Commission (the Commission). Customer Contact Officers are the first contact and responder to consumer enquiries from the public and aged care service providers about the quality of aged care services provided by the Australian Government approved service providers, or the functions of the Commission.

Working under the general supervision of a Team Leader, Customer Contact Officers responds to a range of communication channels including phone, email, online and post for enquiries, feedback, complaints, and notifications. Customer Contact Officers undertake research and interpret relevant legislation, policies, and procedures within defined parameters to make decisions and use judgment to determine consumer needs.

Duties

Position duties include, but are not limited to:

- Clearly communicate with internal and external stakeholders and provide advice on a range of matters including moderately complex enquiries and out of scope enquiries
- Provide accurate and timely support and guidance to consumers through a range of communication channels including phone, email, online and post
- Collect, collate and consider information about complaints in preparation for allocation
- Assess and escalate risks regarding more complex enquiries, and complaints to senior officers
- Applying knowledge of procedures, legislation and delegation to resolve enquiries and escalate matters in a timely manner within agreed service level agreements
- Identify and priorities consumer who may be experiencing vulnerable circumstances, in distress or who have accessibility needs, and escalating potential issues to the leadership team
- Maintain accurate records of interactions with older Australians receiving care, their representatives and Providers in the case management system
- Collaborating in a national team which may include virtual or face-to-face with peers as required.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Demonstrated customer service experience providing advice and responses to customer enquiries
- Ability to research, analyse and apply judgement of procedures and legislation to appropriately escalate as required
- Developed interpersonal and written communication skills to actively listen, be resilient, tailor communication to various audiences, and confidently discuss customer concerns and expectations
- Experience having difficult conversations or challenging customer enquiries, to prioritise customers in distress including consumers that are vulnerable or have accessibility needs
- Good attention to detail with the ability to communicate in writing, and update accurate records management of consumer enquiries
- Demonstrated internal and external stakeholder management skills to confidently liaise and communicate with a range of audiences
- Ability to work collaboratively with the team to share knowledge, build team capability, and contribute to continuous improvements to enhance service delivery and customer satisfaction

- Effective time management skills to manage high-volume customer enquiries in accordance with the agreed service level agreement.

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

Health

Vacancy VN-0763208

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Sector Capability and Regulatory Strategy
Engagement, Education and Communications External Communications

Job Title	Affirmative Measure - Communications Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 5
Position Number	815_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Sector Capability and Regulatory Strategy division builds capability across the aged care sector, empowers older people and oversees the Commission’s regulatory strategy and regulatory practices, as well as analysis to inform risk-proportionate regulatory activities. This division communicates to, and manages relationships with key audiences, including older people, aged care providers, workers and Commission staff. Sector Capability and Regulatory Strategy is also responsible for the operational policies and procedures that underpin the Commission’s regulatory functions. This division is headed by the Deputy Commissioner Sector Capability and Regulatory Strategy.

The External Communications Section leads delivery of a range of communications programs and initiatives to support the Commission’s role as the national regulator for aged care. Working within a team of communications

professionals, the successful candidate will contribute to the programs, projects and other deliverables as required. Additional responsibilities include contributing to the development, delivery and evaluation of wide-ranging external communications strategies and activities.

About the Role

We are seeking a motivated and organised person to join our dynamic Communications team. The Communications Officer will contribute to the delivery of a busy reform communications program. You will provide all-round support for the team including administrative tasks, writing and editing for both internal and external audiences and channels, and managing communications requests from across the Commission.

The successful candidate will have an eagerness to learn and develop within the role in a supportive and collaborative working environment. You will provide project management and reporting support and be central to effective planning and coordination of our busy work program. You will contribute to the delivery and evaluation of wide-ranging communications strategies and assist in the production of quality content and products.

Duties

Position duties include, but are not limited to:

- Support the development and distribution of digital newsletters using Mailchimp as needed.
- Support the development and delivery of external communication products and activities.
- Assist with social media content creation as needed.
- Manage, triage and track correspondence via the section inbox.
- Assist with procurement activities including oversight of a procurement and contract tracker.
- Provide project management support, including coordination and quality assurance of reporting and assisting with meeting preparation.
- Draft communications content for a diverse range of internal and external audiences.
- Contribute to delivering improved processes and procedures within the team.

Eligibility

To be successful in this role you will need to demonstrate the following:

- High level competence and capability in undertaking a diverse range of administrative tasks
- Demonstrated planning, project management and administration skills.
- Demonstrated proficiency in written and verbal communication skills including the ability to communicate with a diverse range of audiences and in a culturally sensitive manner.
- Demonstrated ability to set priorities, meet deadlines and work effectively under pressure, in a small team environment.
- Ability to work collaboratively to resolve complex issues, is flexible and willing to tailor, approaches to create culturally appropriate solutions.
- Manages and resolves conflict with respect for the individual and their culture.
- A creative mindset to learning and problem-solving.

- Strong interpersonal skills including the ability to respond positively to differences and communicate respectfully.
- Ability to quickly build effective professional relationships in a large complex organisation
- Ability to work in a high-pressure environment to support the team in developing and delivering newsletters, social media content, external products and services.
- Relevant tertiary qualifications in journalism, media or communications and a minimum of 2 years' experience in a Communications-related role.

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763209

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Sector Capability and Regulatory Strategy
Engagement, Education and Communications Internal Communications

Job Title	Affirmative Measure - Design Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$80,425 - $84,980
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 4
Position Number	812_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Design, Internal Communications and Intranet section leads delivery of a range of communications and design activities in support of the Commission’s dynamic internal communication strategy, the governance of the Commission’s intranet and the design and production of all Commission branded materials for internal and external publication.

About the Role

This position supports the operations of the graphic design and video production team, which provides brand advice to internal business areas Commission wide and helps evolve the Commission's brand assets and adherence to brand, style and accessibility standards.

You will be working within a team of communication and design professionals in a supportive and inclusive work environment. Contribute to the development and delivery of digital and print products that are clear, compelling and visually engaging to internal and external audiences. This includes design and production services of products for First Nations' Australians and culturally and linguistically diverse audiences.

Duties

Position duties include, but are not limited to:

- Design support: Under general direction, create and update products (PowerPoint, Word, design, video files) to ensure alignment with the Commission's brand, style and accessibility standards.
- Promotion and advice: As part of the team, provide reviews and advice to internal stakeholders to assist in the uplift of awareness and application of brand, style and accessibility standards to publications, presentations, templates, videos and events. Contribute to the development of guidance materials, templates and training sessions.
- Asset management: Contribute to maintenance of digital assets and libraries.
- Administration support: Undertake ad hoc administration to meet the needs of the team, including working with suppliers and reporting.
- Relationship management: Work collaboratively with internal and external stakeholders to build and maintain positive working relationships, respond to all enquiries and requests in a positive and timely manner.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Experience with graphic design and video production applications such as Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premiere Pro, After Effects) and Canva.
- Strong Microsoft Office skills, especially Word, PowerPoint, Excel.
- Capacity to liaise with internal and external stakeholders.
- Sound written and verbal communication skills.
- Excellent attention to detail and ability to interpret complex information.
- Planning and organisational skills, including ability to meet deadlines with competing priorities and delivering work to a high standard.
- Experience with SharePoint is valued.
- Design or communication related Certificate/Diploma/tertiary qualifications.
- Previous APS or government experience within a design or communications team would be highly regarded.

Notes

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- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763210

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Chief Clinical Advisor
Chief Clinical Advisor Pharmacy

Job Title	Affirmative Measure - First Nations Clinical Support Liaison Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	809_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Chief Clinical Advisor division the centre of clinical expertise within the Commission. It provides clinical advice to inform regulatory decision-making when clinical risks have been identified. It also delivers education, training and resources for the Commission and aged care sector to raise awareness of clinical risk and the promotion of best practice clinical and aged care.

This division employs a range of experienced and qualified clinicians, including:

- Nurses
- Pharmacists
- Dietitians
- Speech Pathologists

This division is headed by the Chief Clinical Advisor, who is a specialist in geriatric medicine.

About the Role

We are establishing a new opportunity for a full-time First Nations Clinical Support (APS 6) position within the Chief Clinical Advisor Division. The Chief Clinical Advisor Division provides clinical subject matter expertise and advice to support the functions of the Commission, as well as assisting aged care providers to deliver the best possible outcomes for older people by promoting and supporting evidence-based practice and providing advice to internal and external stakeholders. In this role, you will promote and advise on culturally safe, trauma-informed care for older Aboriginal and Torres Strait Islander people, to ensure that their identity, experiences, and cultural beliefs and practices, are respected and incorporated into their ongoing care. The First Nations Clinical Support is rewarding and enables those with experience in delivering health and or aged care services to apply and share their skills, knowledge, experiences, and passion for culturally safe and high-quality care outcomes for older Aboriginal and Torres Strait Islander people.

Duties

Position duties include, but are not limited to:

- Provision of support and advice (verbal and written) to business units within the Chief Clinical Advisor Division and wider Commission as required, on culturally safe, trauma-informed care for older Aboriginal and Torres Strait Islander people, in collaboration with the Assistant Director. This may include support during site visits and during provider meetings.
- Assist with the provision of subject matter expertise in relation to education and resource development on clinical topics related to culturally safe, trauma-informed care for older Aboriginal and Torres Strait Islander people, for internal and external stakeholders.?
- Supporting the Assistant Director with Aboriginal and Torres Strait Islander related data management, quality assurance activities, governance activities and knowledge uplift activities, across the Chief Clinical Advisor Division.
- Participate in the Chief Clinical Advisor Division’s First Nations Working Group.
- Contribute to the Commission’s Reconciliation Action Plan.
- Maintain a close working relationship with the Commission’s Indigenous Staff Network.
- Contribute to the Chief Clinical Advisor Division’s transition to the Commission’s new Regulatory Operating Model.
- Contribute to broader activities across the Chief Clinical Advisor Division as required, in collaboration with the Assistant Director.

Eligibility

To be successful in this role you will need to demonstrate the following:

- A comprehensive understanding of Aboriginal and Torres Strait Islander communities, cultures, and the challenges they face, particularly in an aged care context.
- Demonstrated contemporary knowledge in relation to care related issues in an aged care context.

- Ability to identify and escalate care and cultural risk to the older person receiving aged care services to support proportionate regulatory decision making.
- Support the analyses and interpretation of evidence from a range of sources including clinical documentation, site visit reports and submissions from aged care providers to inform findings the Chief Clinical Advisor Division makes.
- Demonstrated analytical skills and judgement, as well as written and verbal communication skills.
- Ability to work collaboratively with others to focus on the operational priorities and strategic direction of the Chief Clinical Advisor Division and the Commission.
- An understanding of the Commission's regulatory functions.
- Ability to manage competing priorities and high volumes of work.
- Contribute to an innovative, positive and fun team culture.
- Maintain knowledge of contemporary evidence-based practices that promote quality care and minimise risk of clinical harm for the older person receiving aged care services.
- Independently maintain ongoing professional development supported by the Commission. Self-awareness of own performance, behaviours, including ability to receive and adapt to feedback, with a commitment to personal and professional development.

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763211

Aged Care Quality and Safety Commission

Closing Date:Sunday 26 October 2025

Corporate
Digital Digital Operations

Job Title	Affirmative Measure - Junior System Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 5
Position Number	785_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Digital Operations Team, Digital Operations plays a key part in shaping the Digital Landscape the Commission uses to deliver on its objectives.

The Digital Operations Team contributes to the Section's objectives by ensuring the reliable and efficient functioning of the Commission's digital infrastructure and systems, utilising best practices in implementation, monitoring, maintenance, and end of life management. By optimising performance, reliability and resiliency, we support the delivery of services to the Commission's users.

About the Role

The Junior System Engineer will be responsible for managing incoming requests and incidents from the Service Desk, maintaining system/environment documentation and maintaining and improving the team's knowledge base. You will be expected to hit the ground running providing level 2-3 support for our network and operating environments, and assisting the project (change) team as required.

You will have experience with troubleshooting network, cloud and endpoint issues in a hybrid network and engaging with various teams, stakeholders and vendors.

Duties

Position duties include, but are not limited to:

- Manage incoming requests and incidents in a timely manner.
- Configure, maintain and troubleshoot network hardware.
- Assist in the decommissioning of network infrastructure that is end of life.
- Monitor network to detect and resolve issues.
- Maintain and create technical documentation such as knowledge base articles, change requests and operating procedures.
- Liaise with external vendors as required.
- Demonstrate accuracy and efficiency, with the ability to prioritise and manage own workload.
- Ability to communicate effectively with colleagues and stakeholders, including Directors and Senior Executive Staff.
- Provide on call support during shut down periods.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Degree in IT or equivalent experience and training.
- Microsoft Azure and 365 training and certification (desired)
- Experience managing IT hardware and equipment.
- Experience supporting cloud services (Azure/AWS), cloud infrastructure, Microsoft 365 services.
- Experience in server management and database management (desired)

- Demonstrated organisational skills, including the capability to plan and prioritise work tasks, and manage concurrent activities in order to meet deadlines.
- Problem solving skills, including the capacity to interpret procedures, and exercise initiative, judgement and discretion, when appropriate.
- Demonstrated verbal, written and interpersonal communication skills.
- Demonstrated ability to work effectively both independently and collaboratively as part of a team with limited supervision.

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763212

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Regulatory Operations
Registrar Provider Registration

Job Title	Affirmative Measure - Senior Assessor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	768_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Provider Registration function is a key element of the new aged care regulatory model. It will change the way providers enter the system and is part of the Australian Government's new model for regulating aged care which will commence from 1 November 2025 as part of the new Aged Care Act. More information about the Reform changes for providers is available on the Commission's website.

To support this new function, the Commission is establishing a Provider Registrations team which will be responsible for assessing and registering entities seeking to deliver aged care services.

Nested within the Provider Registrations team will be a unit dedicated to working with First Nations applicants. The intent of the unit is to deliver a culturally safe service for First Nations organisations as they progress through the process of applying to be a registered provider, seeking to maximise market entry and participation opportunities for First Nations providers. The unit will also work alongside member organisation to inform First Nations applicants about the process of becoming a registered provider. Whilst the unit will focus on working with First Nations applicants, they will also undertake general provider registration activities when their workload allows.

About the Role

Reporting to the Assistant Director, as a Senior Assessor you will have responsibility for managing a varied and complex workload focused on applications for provider registration by First Nations organisations and engagement with member organisations. You will provide leadership and guidance to colleagues and team members and ensure high-quality engagement and assessments in accordance with the new Aged Care Act.

In this role you will provide support to the Executive team, will have staff management responsibilities and will proactively contribute to strategic initiatives to achieve organisational objectives focused on market entry for First Nations providers.

Using case management systems to track, manage, and ensure consistency across all assessments and documentation, you will have oversight of the work of your team ensuring that registration applications are assessed within legislated timeframes, provide technical advice, coach staff, work collegially with peers, and drive continuous improvement and innovation in alignment within the Commission’s Regulatory Strategy Regulatory Strategy 2024-25

Duties

Position duties include, but are not limited to:

- Undertake engagement activities with First Nations organisations and prospective providers, providing information and guidance on the process of applying to become a registered provider.
- Analyse complex information to identify risks, make informed assessments, and ensure compliance with the new Aged Care Act and other relevant legal frameworks. Support decision-making by providing sound, evidence-based recommendations. Provide feedback to applicants on their application.
- Oversee an allocated workload, prioritising tasks to ensure completion within deadlines while maintaining quality. Use case management systems to effectively manage case progress and ensure deadlines and performance standards are met.
- Contribute to the continuous improvement of assessment processes and guidance materials, identifying opportunities to enhance compliance and efficiency in line with aged care reforms.
- Maintain clear, consistent, and professional communication with applicants, aged care peak bodies and member associations, internal stakeholders, other government departments, and members of the public, ensuring that messaging aligns with regulatory requirements and promotes understanding regarding obligations under the new Aged Care Act and related legislation.

- Work collaboratively across business areas and represent the section by contributing to the development of frameworks, strategies, policies, and procedures. Report progress to the Director and/or Assistant Director.
- Provide strong leadership, coaching, and mentoring to your team. Facilitate knowledge transfer and foster a collaborative learning environment that encourages professional growth and high performance.

Eligibility

To be successful in this role you will need to demonstrate the following:

- General understanding of how First Nations organisations operate within the community, including common governance arrangements.
- General understanding about the aged care sector and the role of provider registration, or the ability to acquire this knowledge quickly.
- Strong written and verbal communication skills, with the ability to convey detailed information to diverse audiences, fostering mutual understanding and compliance.
- Develop and maintain effective relationships with both internal and external stakeholders, fostering collaboration and shared goals.
- Skilled in interpreting complex information from varied sources, including financial and operational documents, to identify risks and support well-founded conclusions.
- Undertake detailed assessments, ensuring compliance with policies, procedures and the legislation.
- Use problem-solving abilities to analyse challenges, offer innovative solutions, and drive process improvements.
- Display strong organisational skills to manage competing priorities and maintain high standards. The ability to lead a small team, building a culture of high performance, accountability, and continuous improvement.
- Demonstrate commitment to the APS Code of Conduct and APS Values, setting an example through respectful, ethical behaviour and encouraging these standards within the team.

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant’s suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763213

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Sector Capability and Regulatory Strategy
Data, Analytics and Intelligence Customer and Strategy

Job Title	Affirmative Measure - Senior Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$96,503 - $10,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	810_09/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Sector Capability and Regulatory Strategy Division sets the strategic direction and guides the delivery of our risk-based regulatory operations informed by high value intelligence, analysis and data. The Division supports whole of Commission responses to risk issues through regulatory policy responses and campaigns, and facilitates sector performance through sharing information with providers and consumers

The Data, Analytics and Intelligence (DAI) Group manages and analyses data from the aged care sector and regulatory activities to understand risks and performance for the purposes of prioritising and informing preventative and responsive risk treatments and regulatory decision making.

DAI's role is to identify risks and guide decisions that inform preventative and responsive risk treatments. DAI supports service delivery through authoritative data and intelligence practice that is contemporary and compliant with relevant legislation, regulations, standards and aligned with the strategic imperatives of the Commission.

About the Role

The Senior Data Analyst collaborates across teams to translate data into clear, meaningful information, products and services that delivers business outcomes. The role contributes to DAI's vision to deliver timely, accurate and actionable products and trusted insights that are easily understood and acted on by our stakeholders.

Working under limited direction, the role is expected to exercise sound judgement, apply specialist expertise, manage competing priorities, and contribute to a culture of collaboration, curiosity and continuous improvement. The outcomes of these endeavours empower the Commission to manage risk and ensure older Australians receive the quality of care they rightfully deserve.

Duties

Position duties include, but are not limited to:

- Managing data extraction, analysis and modelling to assist with data-driven decision making and reporting.
- Coordinating and managing data, analytics and intelligence projects, consulting stakeholders and internal teams to define requirements and deliver outcomes.
- Present data in clear, consistent, and accessible formats, including dashboards, reports, briefing papers, and visualisations tailored to audience needs.
- Ensuring integrity and quality of datasets, maintain and support data governance standards, and contribute to improving policies and procedures related to data management.
- Fostering productive working relationships with team members, stakeholders, and clients by consulting, sharing information, and collaborating to achieve shared goals.
- Supporting data literacy and capability development, providing guidance, training and support delivery of emerging tools, technologies and methodologies.
- Managing competing priorities and deadlines, showing initiative and resilience in a dynamic, fast-paced environment.

Eligibility

To be successful in this role you will need to demonstrate the following:

-
- Strategic thinking: Aligns work with agency goals, anticipates impacts and applies sound judgment to solve problems.
- Achievement focus: Delivers high quality outcomes, manages projects effectively, and adapts well to change.
- Collaboration: Builds strong relationships, manages diverse views, and supports team development.
- Integrity and drive: Upholds APS values and productive working relationships, takes initiative, embraces accountability, and pursues continuous growth.
- Effective communication: Conveys information and concepts clearly, tailors messages to audiences, and negotiates persuasively.
- A security clearance (baseline) or the ability to obtain one.

Notes

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

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To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763299

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

ACQSC Sector Capability and Regulatory Strategy
Data, Analytics and Intelligence

Job Title	Senior Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from Home or On Site
Classification	APS Level 6
Position Number	20051751, 20051752, 20051753, 20051754
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=F3780D17-9377-8FB6-B7C2-E43698EB0C47

The Senior Data Analyst collaborates across teams to translate data into clear, meaningful information, products and services that delivers business outcomes. The role contributes to DAI's vision to deliver timely, accurate and actionable products and trusted insights that are easily understood and acted on by our stakeholders.

Working under limited direction, the role is expected to exercise sound judgement, apply specialist expertise, manage competing priorities, and contribute to a culture of collaboration, curiosity and continuous improvement. The outcomes of these endeavours empower the Commission to manage risk and ensure older Australians receive the quality of care they rightfully deserve.

Duties

- Managing data extraction, analysis and modelling to assist with data-driven decision making and reporting.
- Coordinating and managing data, analytics and intelligence projects, consulting stakeholders and internal teams to define requirements and deliver outcomes.
- Present data in clear, consistent, and accessible formats, including dashboards, reports, briefing papers, and visualisations tailored to audience needs.
- Ensuring integrity and quality of datasets, maintain and support data governance standards, and contribute to improving policies and procedures related to data management.
- Fostering productive working relationships with team members, stakeholders, and clients by consulting, sharing information, and collaborating to achieve shared goals.

- Supporting data literacy and capability development, providing guidance, training and support delivery of emerging tools, technologies and methodologies.
- Managing competing priorities and deadlines, showing initiative and resilience in a dynamic, fast-paced environment.

Eligibility

- Strategic thinking: Aligns work with agency goals, anticipates impacts and applies sound judgment to solve problems.
- Achievement focus: Delivers high quality outcomes, manages projects effectively, and adapts well to change.
- Collaboration: Builds strong relationships, manages diverse views, and supports team development.
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- Effective communication: Conveys information and concepts clearly, tailors messages to audiences, and negotiates persuasively.
- A security clearance (baseline) or the ability to obtain one.

Notes

- Salary offered will be between **$96,503 - $108,869 per annum** depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600 words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **19 October 2025 and 11:30 PM AEST.**

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to David Okunyah by emailing David.Okunyah@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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To Apply

Position Contact	David Okunyah, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=F3780D17-9377-8FB6-B7

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Health

Vacancy VN-0763388

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Sector Capability and Regulatory Strategy
Knowledge Management and Operational Policy

Job Title	Affirmative Measure - Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 5
Position Number	20033389
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission/aboriginal-and-torres-strait-islander-careers-affirmative-m

What we offer

Cultural leave plus 4 weeks annual leave

Salary ranging from $86,204 - $93,226 plus 15.4% superannuation

Flexible working arrangements

Mentoring and support from our Indigenous Staff Network colleagues and experienced staff

Candidate support throughout the recruitment and onboarding process

There are currently multiple Affirmative Measure roles available with the Commission, please refer to our Aboriginal and Torres Strait Islander Careers page for more.

About the Team

Operational Policy and Support teams work with stakeholders to develop policies and instructions for our regulatory staff, so we regulate in a way that drives improved aged care experiences for older Australians. Team members are talented and passionate about their work, we operate in a fast-paced environment and with a wide range of policy topics.

About the Role

The APS 5 Policy Officer works in a small, dispersed team and with internal stakeholders to research, develop, implement and improve policy, processes and templates. Along with APS 4 and 6 Policy officers, these positions are led by Assistant Directors.

Duties

These positions work under guidance from Senior Policy Officers and use Commission frameworks and tools to:

- Manage individual workload allocation of research and analysis to support the development and review of operational policy, processes and guidance material.
- Under broad direction, using plain language and Commission frameworks, develop, review and update policy briefs, discussion papers, and internal operational policy and guidance.
- Organise and record meetings, and prepare project documents and communications with policy stakeholders
- Build and sustain positive relationships with team members and internal and external stakeholders.
- Support, guide and mentor APS4 policy officers.

Eligibility

Key capabilities (Selection Criteria):

To be successful in this role you will need to demonstrate the following:

- Demonstrated ability to interpret and analyse legislation and information to identify policy issues and solutions.
- Effective communication

- ability to communicate, both verbally and in writing, in a clear, concise and accurate manner using plain language

- ability to build rapport and engage respectfully with individuals and organisations from diverse backgrounds and communities

- understand others' comments by listening, asking clarifying questions, and reflecting. Check to ensure own views have been understood.

- Demonstrated interpersonal skills to build relationships and engage collaboratively with team members and stakeholders
- Accuracy and attention to detail in preparing documents and reviewing policy and guidance material.
- Well-developed understanding of the policy cycle: planning, issue identification, policy analysis and consultation, decision-making, implementation, and review.
- Good time management and the ability to problem-solve and respond positively to changing priorities.
- Work effectively in a geographically dispersed team, in both office and home-based work locations, under broad direction
- Digital competency - competence in using Microsoft Office suite of products including the office 365 suite, SharePoint and Microsoft teams.

Notes

Eligibility

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant’s suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

To be eligible to apply for an Affirmative Measure – Aboriginal and/or Torres Strait Islander position, you must provide confirmation of your Aboriginality or Torres Strait Islander heritage as part of the assessment process by providing one of the following documents:

- a confirmation of Aboriginal and/or Torres Strait Islander descent document signed and sealed by an incorporated Aboriginal and Torres Strait Islander organisation
- a letter signed by the chairperson of an incorporated Aboriginal and Torres Strait Islander organisation confirming you are recognised as an Aboriginal and/or Torres Strait Islander person
- a statutory declaration made by you and another by a member of an Indigenous service provider, confirming you are recognised as an Aboriginal and/or Torres Strait Islander person, if no other documents are available.

Position Notes

- Salary offered will be between $86,204 - $93,226 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

As part of your application, you will need to provide your resume (normally three pages maximum).

Please complete the application and submit by **Sunday 19 October 2025, 11:30PM AEDT.**

Contact Officer

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Applicants should quote “Affirmative measure recruitment query” to assist when making an enquiry.

Alternatively, if you wish to speak to our Indigenous Liaison Officer (ILO), please reach out to our recruitment team who will help connecting you with the ILO.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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

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About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government

aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	recruitment@agedcarequality.gov.au, recruitment@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission/aboriginal-and-t

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Health

Vacancy VN-0763390

Aged Care Quality and Safety Commission

Closing Date:Sunday 19 October 2025

Sector Capability and Regulatory Strategy
Knowledge Management and Operational Policy

Job Title	Affirmative Measure - Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Adelaide SA, Perth WA, Hobart TAS
Salary	$80,425 - $84,980
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 4
Position Number	20033389
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission/aboriginal-and-torres-strait-islander-careers-affirmative-m

What we offer

- Cultural leave plus 4 weeks annual leave
- Salary ranging from $86,204 - $93,226 plus 15.4% superannuation
- Flexible working arrangements
- Mentoring and support from our Indigenous Staff Network colleagues and experienced staff
- Candidate support throughout the recruitment and onboarding process

There are currently multiple Affirmative Measure roles available with the Commission, please refer to our Aboriginal and Torres Strait Islander Careers page for more.

About the Team

Operational Policy and Support teams work with stakeholders to develop policies and instructions for our regulatory staff, so we regulate in a way that drives improved aged care experiences for

older Australians. Team members are talented and passionate about their work, we operate in a fast-paced environment and with a wide range of policy topics.

About the Role

The APS 4 Policy Officer works in a small, dispersed team and with internal stakeholders to research, develop, implement and improve policy, processes and templates. Along with APS 5 and 6 Policy officers, these positions are led by Assistant Directors.

Duties

Key accountabilities (Position duties)

These positions work under guidance from Senior Policy Officers and use Commission frameworks and tools to:

Conduct research and analysis to support the development and review of operational policy and processes.

Under task guidance, using plain language and Commission frameworks assist team members to develop, review and update policy briefs, discussion papers, and internal operational policy and guidance

Provide administrative support to organise and record meetings, and prepare project documents and communications with policy stakeholders

Eligibility

Key capabilities (Selection Criteria):

To be successful in this role you will need to demonstrate the following:

Effective communication

- ability to communicate, both verbally and in writing, in a clear, concise and accurate manner using plain language

- ability to build rapport and engage respectfully with individuals and organisations from diverse backgrounds and communities

- understand others' comments by listening, asking clarifying questions, and reflecting. Check to ensure own views have been understood.

Demonstrated interpersonal skills to build relationships and engage collaboratively with team members and stakeholders

Accuracy and attention to detail in preparing documents and reviewing policy material.

A broad understanding of the policy cycle: planning, issue identification, policy analysis and consultation, decision-making, implementation, and review.

Good time management and the ability to problem-solve and respond positively to changing priorities

Work effectively in a geographically dispersed team, in both office and home-based work locations, under task-supervision

Digital competency - competence in using Microsoft Office suite of products including the office 365 suite, SharePoint and Microsoft teams.

Notes

Eligibility

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant’s suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
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- a statutory declaration made by you and another by a member of an Indigenous service provider, confirming you are recognised as an Aboriginal and/or Torres Strait Islander person, if no other documents are available.

Position Notes

- Salary offered will be between $80,425 - $84,980 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
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Alternatively, if you wish to speak to our Indigenous Liaison Officer (ILO), please reach out to our recruitment team who will help connecting you with the ILO.

Diversity and Inclusion

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

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

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To Apply

Position Contact	recruitment@agedcarequality.gov.au, recruitment@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission/aboriginal-and-t

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Health

Vacancy VN-0763440

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

Closing Date:Sunday 12 October 2025

ACSQHC
ASCQHC National Standards

Job Title	EL2 Manager, Acute Care Standards
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$144,162 - $170,679
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 2
Position Number	20036369
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The National Standards Program develops and maintains a suite of national safety and quality standards developed by the Commission, including the National Safety and Quality Health Service (NSQHS) Standards, Primary Health Care Standards, Cosmetic Surgery Standards, Digital Mental Health Standard. This includes the maintenance, review and improvement of these standards and the development of future editions.

In addition, the program develops and maintains the Australian Health Service Safety and Quality Accreditation Scheme, the National General Practice Accreditation Scheme and the National Diagnostic Imaging and Pathology Accreditation Schemes. This includes ongoing support and resource development of implementation resources, support for standards users, and coordination of accreditation assessment processes and data collection and reporting.

This position will lead a small team and work in collaboration with the Program Director to manage the delivery on standards and accreditation for the acute sector as part of the National Standards team’s commitments to:

- Develop strategies, standards and tools to improve safety and quality in the acute sector
- Develop implementation resources for the national safety and quality standards and communication strategies to generate engagement.

The position will also support the Director and assist with managing accreditation schemes and projects to support the implementation of the National Safety and Quality Health Service (NSQHS) Standards.

The primary focus of the next four years will be the development and support for implementation of the third edition of the National Safety and Quality Health Service Standards.

Duties

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

1. Manage, and be accountable for, national safety and quality Standards, including for clinical trials, and developing program and project plans, timelines; production of project deliverables; monitoring and reporting; and providing recommendations about managing risk, identifying problems and proposing solutions.
2. Support the Director, National Standards to manage the NSQHS Standards work program and to coordinate the Commission's development of a multi-year safety and quality program for national standards, including taking day-to-day lead on the development of safety and quality standards for healthcare providers.
3. Establish and maintain networks of key stakeholders to facilitate the work of the Commission in national safety and quality Standards development and maintenance.
4. Manage a small team to achieve the deliverables for this program.
5. Work collaboratively with healthcare organisations and providers, national agencies, expert groups, associations and professional bodies in the development of safety and quality standards and strategies.
6. Establish and manage project reference groups, and undertake project management activities including:
    1. planning and documenting projects;
    2. implementing, monitoring and reporting on progress;
    3. providing recommendations about managing risk, identifying problems and proposing possible solutions;
    4. reporting on project progress and outcomes; and
    5. managing project deliverables to completion.
7. Work effectively with the National Standards teams, other Commission program areas and national expert groups and agencies on projects relating to the acute sector.
8. Support the Commission's National Standards Program work streams, managing risks, and identifying and resolving issues.
9. Provide secretariat support and participate in the work of expert working groups or workshops convened for the development of national arrangements for national standards projects, including the preparation of background papers, presentation and briefing papers.
10. Manage, as required, the commissioning of literature reviews, research and consultancies in support of these programs.
11. Prepare briefings and background papers on specific issues and project progress.
12. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.

Eligibility

The successful candidate will have:

- Extensive experience in policy development or complex project management at a national or state/territory level.
- In-depth understanding of the Australian healthcare system, including understanding of development and implementation of standards, accreditation schemes and other regulatory frameworks.

- Strong analytical skills and conceptual ability, with the demonstrated capacity for strategic judgement.
- Highly developed writing skills and secretariat skills including the preparation of policy papers, agenda and minutes.
- Well-developed ability to communicate with influence and cultivate productive working relationships with stakeholders.
- Demonstrated skills in leading and managing a team.

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to Margaret Banks (02) 7232 5098.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT) 12 October 2025.**

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

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

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

To Apply

Position Contact	Margaret Banks, (02) 7232 5098
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0763512

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

Closing Date:Monday 13 October 2025

ACSQHC
ASCQHC Medicines Safety and IPC

Job Title	APS6 Project Officer, Aged Care Infection Prevention and Control
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$98,327 - $110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	APS Level 6
Position Number	20051428
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Project Officer primarily supports the IPC team on work to related to the development of aged care infection prevention and control resources to meet the requirements of a project funded by the Department of Health, Disability and Ageing (the Department). These resources include eLearning modules and posters and updating the Aged Care Infection Prevention and Control Guide. The work includes undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

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

1. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
2. Provide secretariat support for committees and working groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
3. Undertake project management activities, including input into project planning and documentation; monitoring and reporting on progress of projects; and identifying problems and proposing possible solutions.
4. Undertake procurement and contract management activities, including financial administration and budget preparation and monitoring.
5. Collaborate with members of the IPC team and other teams within the Commission to support the work to develop aged care infection prevention and control resources and other designated projects.
6. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
7. Work with the team to create and/or update resources for internal and external audiences.
8. Under direction, liaise with national and state authorities, professional organisations, individuals, government and non-government organisations; and collaborate with all team members and other areas of the Commission to support the work of the Commission.
9. Other duties as required which may include projects and providing assistance to the Commission’s corporate functions, such as assistance with reception duties.

Eligibility

The successful candidate will have:

- Demonstrated experience in providing secretariat and project management support, including the ability to manage and report on budgets.
- Strong conceptual, analytical and research skills, including demonstrated sound. judgement and innovative problem-solving skills.
- Demonstrated high level organisational skills, including the ability to manage competing priorities and show initiative in meeting deadlines.
- Demonstrated strong written and oral communication skills, including the ability to produce high level documents including briefing papers, reviews, submissions, correspondence and meeting papers that clearly communicate complex issues in a manner appropriate for the audience.
- Strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders, including consumers and clinicians.
- Knowledge of government processes, particularly in regard to procurement and contract management processes.

Notes

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

- A CV summarising your relevant experience, qualifications and referee details (one of which must be your current supervisor).
- A statement addressing your suitability against each of the six selection criteria.

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to Jan Gralton (02) 7232 5687.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT) 13 October 2025.**

Previous applicants need not apply.

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

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To Apply

Position Contact	Jan Gralton, (02) 7232 5687
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0763481

Australian Digital Health Agency

Closing Date:Sunday 12 October 2025

Corporate Services Division
Transformation Branch

Job Title	Senior Change Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$120,486 - $137,417
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0540_09/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance,

Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

As a Change Manager within the Transformation Office, you will work with the Change Management Team and play a key role in driving the execution of activities required to implement strategic enterprise change across the Agency.

Duties

Reporting to the Director of Change Management, you will lead change work in large, complex programs and across several smaller projects and initiatives simultaneously. Your focus will be on enabling positive change, enhancing employee engagement and aligning transformation efforts with the Agency's strategic goals to successfully deliver on the government's digital health reform agenda.

In this role, you will:

- Provide strategic and day-to-day leadership of change management activities across Programs or Projects you're supporting, ensuring end-to-end delivery in line with agreed plans.
- Collaborate with stakeholders and fellow Change Managers to ensure change activities are integrated, culturally aligned and coordinated across the organisation, considering interdependencies and sequencing.
- Identify business impacts, assess organisational readiness, and develop targeted change plans that embed changes and support benefit realisation.
- Define adoption metrics and monitor, track and adapt plans as needed to ensure successful implementation and sustained outcomes.
- Lead change readiness assessments, identify areas of resistance and implement strategies to build resilience and drive adoption.
- Facilitate engagement and communication by collaborating closely with the communications team to develop and deliver communication artifacts, ensuring awareness, understanding, and commitment to new systems, processes, and ways of working.
- Evaluate the effectiveness of change initiatives and apply insights to continuously improve change management approaches.
- Support and refine the Agency's change management framework, partnering closely with the Enterprise Portfolio Management Office and Communications Branch to align internal and external change.
- Contribute to the development and implementation of an enterprise change management strategy and tool kit.
- Operate with a high degree of autonomy, managing competing priorities and contributing to business improvement initiatives that strengthen internal change capability.
- Champion a positive change culture by modelling adaptability, resilience and a solutions-focused mindset.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Vanessa Dayeh at vanessa.dayeh@digitalhealth.gov.au.

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

Salary: This role offers between $120,486 - $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Vanessa Dayeh, (02) 6151 8643
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0763527

Australian Digital Health Agency

Closing Date:Sunday 12 October 2025

Policy, Programs and Engagement
Enterprise Portfolio Management Office

Job Title	Change Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0550_09/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

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

About the Role

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

We are seeking a dynamic and experienced **Change Manager** to join our Enterprise Portfolio Management Office (EPMO). In this role, you will assess, design and deliver organisational change management activities that support strategic objectives and uplift capability across the Agency.

Duties

Key Responsibilities

- Conduct change management analysis, including impacts, stakeholder and readiness assessments, to inform evidence-based strategies and plans.
- Coordinate communications and engagement activities including newsletters and forums.
- Provide tailored change management advice to project teams and stakeholders.
- Develop and maintain instructional resources and self-help materials for project and program management.

For all queries relating to the responsibilities of the position, please contact Brooke Phillips at Brooke.Phillips@digitalhealth.gov.au.

Eligibility

Eligibility

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

Notes

Our Benefits

- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home** & **Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- **Collaborative workspaces** with new technology available within central locations.
- **Accumulate flextime** for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position may be filled in Brisbane, Sydney or Canberra, and other locations may be considered. To apply, submit your resume and a cover letter (up to one page in length) with examples demonstrating your suitability for the role.

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

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

Closing Date: Sunday 12 October 2025, 11:00pm

Salary: This role offers between $94,719 - $110,612 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Brooke Phillips, Brooke.Phillips@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0763416

Australian Institute of Health and Welfare

Closing Date:Monday 13 October 2025

Business & Technology Group Information Technology Operations and Platforms Unit

Job Title	APS6 ICT Network Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,702 - $108,007
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	123_09/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Business & Technology Group (BTG) delivers the business infrastructure that supports AIHW Business in the discharge of their statistics and information responsibilities. Within the BTG, the Information Technology Operations and Platforms Unit provide the ICT infrastructure necessary to support the AIHW's evolving and expanding business requirements as well as supporting ICT security and project initiatives.

AIHW's rich mix of technologies, coupled with the Institutes' dynamic and nationally significant work program, makes for a challenging and exciting work environment. The Information Technology Operations and Platforms Unit work closely together to exploit their diverse range of talents and skill sets to find new and innovative approaches to meet these challenges.

The AIHW currently has a number of exciting projects and work underway to enhance its ICT environment and capabilities and are seeking an APS6 Network Engineer to join the team. As the Network Engineer you will assist with the management and administration of the AIHW ICT voice and data networks including the Wide Area Network, Local Area Network, Cloud based networking, audio and video related networks. You will also provide support by troubleshooting, planning and designing for network changes while adhering to change management practices. You will be able to learn new technologies quickly and work in a collaborative way.

To succeed in this role, you will be a motivated go-getter who is able to work in a fast-paced environment, effectively manage their priorities and communicate with a wide range of stakeholders.

Under general direction you will:

- Work as part of a small team to provide and maintain a high quality, client focused ICT environment and networks.
- Provide the provision of level 2 and 3 support for the AIHW networks and ICT systems (at the administrator level).
- Maintain the corporate network and infrastructure, including daily monitoring, troubleshooting and performance analysis.
- Support and maintain corporate network infrastructure, including associated software, hardware, back-up and recovery services.
- Maintain clear and up-to-date network diagrams and ICT system, documentation, and procedures.
- Assist with ICT projects and the implementation of Strategic initiatives as required.
- Work with the Security Team and maintain Security Networking posture.

Eligibility

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

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Miranda Laws, 02 6244 1115
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0763435

Australian Institute of Health and Welfare

Closing Date:Monday 13 October 2025

Housing and Specialised Services Various

Job Title	APS 5 Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$87,110 - $93,303
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 5
Position Number	112_09/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Housing and Specialised Services Group is seeking a highly experienced and exceptionally organised Executive Assistant to provide support to the Group Head (GH). This role is responsible for ensuring the smooth operation of the GH's office by managing day-to-day administrative functions, coordinating communications, and facilitating the efficient execution of strategic priorities.

The Executive Assistant will act as a trusted liaison between the GH and internal/external stakeholders, demonstrating discretion, initiative, and sound judgment in a dynamic environment.

In addition to executive support duties, the role will also undertake secretariat responsibilities for the Child Welfare committees, including scheduling meetings, preparing agendas and minutes, and ensuring timely follow-up on action items.

The successful candidate will bring strong governance awareness, excellent written and verbal communication skills, and a commitment to confidentiality and professionalism.

Eligibility

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

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Anne-Marie Rushby, 02 6249 5131
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0763642

Australian Institute of Health and Welfare

Closing Date:Thursday 16 October 2025

Community Services Group Disability Unit

Job Title	EL1 - Strategic Development Officer, Disability Affirmative Measures
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$119,501 - $133,305
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	125_10/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Disability Unit – within the Community Services Group – prepares and analyses data to report on the experiences of people with disability. The Unit also works to address data gaps, including through use of linked data, and provides technical and subject-matter expertise to support future analysis and reporting about people with disability. One key responsibility of the Disability Unit is to support the disability co-governed council of the National Disability Data Asset to deliver priority insights for people with disability using best practice inclusive research approaches.

The Disability Unit is looking for a Strategic Development Officer with lived experience as person with disability. As a Strategic Development Officer, you will drive the Disability Unit's mission for organisational excellence in uplifting our disability-inclusive practices to better understand and meet the needs of people with disability.

Under general direction you will:

- Lead and promote disability inclusive practices across the Disability Unit and the AIHW, applying inclusive research approaches and drawing on lived experience where relevant.
- Provide strategic advice and co-design methodology, systems and processes to embed disability inclusion and governance in all the work of the Disability Unit.
- Work collaboratively with the Unit Head, AIHW leadership and others to influence all areas to develop disability best practice in the end-to-end data life cycle.
- Lead the development, management and/or analysis of disability data including the preparation of reports, technical papers, and presentations for various audiences.
- Work with stakeholders to develop and enhance disability data holdings and to leverage data and insights to best effect.
- Liaise and negotiate with other areas of the AIHW, other Commonwealth government agencies, state and local authorities, and business or community organisations.
- Represent the AIHW and the Disability Unit at meetings as appropriate to the responsibilities above.

Eligibility

Employment with the AIHW is prescribed within the *Public Service Act 1999*.

To be eligible for a role through this recruitment process, applicants must:

- be an Australian Citizen
- be a person living with a disability as defined by the Australian Bureau of Statistics in its Survey of Disability, Ageing and Carers.
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute.
- A probationary period of six months will apply to any new engagement to the APS.

If you are successful in progressing to the interview stage, you may be required to provide suitable evidence of your disability.

For information on conditions of employment, please refer to AIHW Conditions of Employment.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

Please note, late applications will not be accepted.

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

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Sam Chambers, 02 6249 5027
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0763525

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Thursday 16 October 2025

Office of the CEO National Uniformity and Secretariat (NUPS)

Job Title	Senior Officer, National Uniformity and Secretariat
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	$96,669 - $110,532
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	13555
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI1MzY1NjkzMTg3OTI-MS9lZG

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Office of the CEO comprises five sections: Communications, Governance & Strategic Partnerships, Risk & Quality, Security & Insider Risk and National Uniformity Policy & Secretariat. The National Uniformity Policy and Secretariat Section is responsible for ensuring the CEO can deliver on their legislative mandate to promote uniformity of radiation protection and nuclear safety policy and practices across jurisdictions of the Commonwealth, the States and the Territories. This is achieved through working closely with internal experts and external stakeholders including the Department of Health and Aged Care and regulatory counterparts in each State and Territory to progress various policy issues. Additionally, the Section will provide strategic advice to the agency on matters of regulatory policy including the development of relevant Codes and Standards.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

The role supports the National Uniformity Policy and Secretariat Section to deliver on its various accountabilities and support the agency in its strategic work. You will support ARPANSA's relationships with radiation regulatory counterparts in the States and Territories and help represent ARPANSA through the work of its advisory bodies. As part of a team approach, you will support the secretariat function for the Radiation Health and Safety Advisory Council, and the Radiation Health Committee.

Your work will include providing support to senior management to deliver key strategic outcomes through secretariat support and advice and help develop policies and advice as required.

Key accountabilities

- Support key stakeholder relationships to ensure ARPANSA's engagement with State and Territory regulators produces value for ARPANSA and cements ARPANSA's reputation as a best practise regulator and advisor of radiation protection and nuclear safety.
- Provide secretariat support to the agency's statutory advisory bodies, including liaison with members to coordinate meetings, working groups, papers and minutes.
- Support the relationship with the relevant portfolio department on national uniformity issues. This includes regular communications on key issues.
- Support any work programs to mature the national regulatory frameworks.
- Assist in the development, implementation and updating of systems, guidelines, policies and procedures relevant to the function of the section.
- Help represent ARPANSA at stakeholder meetings and events.

Eligibility

The successful candidate will have:

- A relevant degree from an Australian tertiary institution or comparable overseas qualifications and/or substantial related experience, which are appropriate to the role and duties of the position.
- Experience in liaison, consultation and stakeholder engagement skills, with the ability to cultivate and maintain productive working relationships
- Demonstrated experience undertaking research and analysis in order to provide advice to senior management.
- Experience in managing projects and the ability to coordinate the compilation of issues papers and advice to government.
- Highly developed written communication skills and the ability to communicate effectively with a broad range of stakeholders including government officials and scientific and technical colleagues.

- Relevant experience supporting Secretariat functions, committee memberships and ensuring such groups operate strategically and deliver on their mandates.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

The selection criteria for this role are:

1. Demonstrated understanding of relevant Australian federal and State/Territory legislative and policy frameworks with respect to Radiation and Nuclear Safety.
2. Demonstrated ability to effectively manage projects requiring whole-of-organisation input under limited supervision.
3. Demonstrated ability to manage competing priorities and work under pressure to meet deadlines.
4. Demonstrated ability to liaise with a range of diverse stakeholders to facilitate strategic objectives.
5. Demonstrated ability to remain flexible, support team members, and provide leadership and guidance to achieve team objectives.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guidebook provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability.

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

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	James Wheaton, 0419 697 498
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0762965

Department of Health, Disability and Ageing

Closing Date:Sunday 12 October 2025

National Mental Health Commission Division
National Suicide Prevention Office Branch Policy Section

Job Title	Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Darwin NT, Hobart TAS, Perth WA
Salary	$87,843 - $94,998
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements, to be discussed with your manager
Classification	APS Level 5
Position Number	20051509
Agency Website	

Job Description

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

The Policy Officer reports to the Assistant Director, Policy and works within the National Suicide Prevention Office Policy Section contributing to strategic policy work, including producing high-quality briefs and submissions, as well as supporting procurement, project management, contractor management, consultation and engagement processes.

The Senior Policy Officer role requires strong information analysis, project management, stakeholder consultation and contract management skills, as well as strong written and verbal communication.

To be successful, a person in this role will be self-motivated, have a flexible work approach, be able to work effectively in distributed team arrangements across geographical locations and want to develop their experience in strategic policy advice and suicide prevention system reform.

The ideal candidate for this role is passionate about suicide prevention, has professional experience in mental health or suicide prevention, and strong interpersonal skills. Experience in monitoring and reporting and evaluation processes is also desirable.

The position is a non-ongoing (12 moth) role with potential of extension.

People with a lived or living experience of suicide are strongly encouraged to apply.

Duties

Working under the guidance of the Assistant Director of Policy, key responsibilities of the role include:

- Under broad direction, provide high quality analysis of best practice evidence, research literature, national policy, and data related to suicide prevention to inform NSPO work including policy advice, monitoring and reporting.
- Prepare high quality written work on complex issues with content tailored for diverse audiences – for example, briefs, discussion papers, correspondence and presentations.
- Support project administration and implementation to ensure the successful delivery of project outcomes within agreed timeframes.
- Support planning, procuring and managing the effective and efficient conduct of projects, consultancies or contracts to support the work of the NSPO, ensuring work is of a high quality and in line with funding agreements.
- Develop and maintain relationships with a broad range of stakeholders, including facilitating formal and ongoing engagement.
- Support the team to ensure the maintenance of effective records and adherence to information management processes.
- Working flexibly and effectively across multiple projects, and as part of a small team situated across different locations.
- Provide some secretariat support for the NSPO and governance mechanisms including coordination of meetings and stakeholder forums as required.
- Other tasks as delegated by the Assistant Director or Director of Policy.

Eligibility

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

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 25-NMHCDIV-30071 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Michael Cook, 0422 479 331
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS39 Weekly Gazette Thursday (Vacancy Notices) - 02 October 2025.pdf Published by Australian Public Service Commission.

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Health

Vacancy VN-0763636

Department of Health, Disability and Ageing

Closing Date:Thursday 16 October 2025

Job Title	APS Level 6 - Executive Assistant - Executive Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,336 - $110,937
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidate may be required to work office - Positions may be offered for working from home
Classification	APS Level 6
Position Number	25-DEDIV-30203
Agency Website	

Job Description

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

The Executive Assistant has responsibility for providing comprehensive administrative support to a Deputy Secretary. You will be responsible for the delivery of timely, efficient, and effective high-level administration and executive support. You will manage front-of-office functions in a complex and high-volume environment, including managing diaries, workflow, appointments and correspondence, organising events, coordinating travel and collating documentation.

Duties

Under limited supervision and direction, the Executive Assistant provides a high level of administrative and executive support to the Deputy Secretary, which includes but not limited to:

- High level administrative and executive support to the Deputy Secretary, including managing document workflow (inbox management, OneNote and hard copy), coordinating information, arranging meetings, booking travel, diary management, reconciling credit card statements and screening telephone calls.
- Anticipate requirements for, and initiate the timely preparation of, briefing material prior to meetings attended by the Deputy Secretary.
- Work cooperatively with other executive support staff in the Senior Executive team.
- Work collaboratively with First Assistant Secretaries and their Executive Assistants to ensure priority matters are actioned appropriately.
- In conjunction with the Executive Officer, coordinate Senate Estimates briefings across the Group and prepare the Deputy Secretary briefing pack.
- Work with Ministers' offices as needed to schedule high level discussions.

- Promote a collaborative culture across the department's Executive Assistant cohort, including engaging in formal and informal mentoring opportunities with junior Executive Assistants.
- Other duties as required and demonstrating capability in line with the department's Capability Development Framework and Work Level Standards at the APS6 level.
- Promote workplace practices consistent with departmental policy and in accordance with the APS Values, Code of Conduct and Behaviours in Action.

Eligibility

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

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

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

Notes

- **Applications close 11:30pm AEST.**
- Applicants are asked to quote reference number **25-DEDIV-30203** to assist when making an enquiry.

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

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To Apply

Position Contact	Griffin Taylor, 0466 236 103
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0763413

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 12 October 2025

Regulation
Education & Industry Engagement

Job Title	Director, Industry Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT, Docklands VIC, Haymarket NSW
Salary	$144,299 - $170,488
Future Merit Locations	Barton, Docklands, Haymarket
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

The Director, Industry Engagement leads the Industry Engagement team within the Education & Industry Engagement branch (EIE) of AUSTRAC. This role provides across all key functions of the team, with a primary focus on supporting and leading, under general direction, the delivery of AUSTRAC's industry engagement initiatives.

The Industry Engagement team was created to coordinate and drive effective and impactful engagement with stakeholders to support the implementation of the recently amended Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act) which simplifies and modernises Australia’s AML/CTF regime and expands it to a range of new sectors.

EIE brings together the Industry Education and Outreach, Contact Centre, External Communications and Industry Engagement teams, and seeks to empower reporting entities to understand and comply with their AML/CTF obligations through impactful education, engagement and communication.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Professional Experience - Demonstrated experience in developing and implementing change initiatives and stakeholder relationship management.
- Qualifications - Relevant qualifications in compliance, audit, legal, communications or related disciplines, and/or demonstrated equivalent experience, are desirable.
- Communicates Effectively - Communicates complex information clearly and persuasively and presents information with a high level of proficiency and for maximum effect.
- Relate and Network - Seeks opportunities to develop and maintain relationships within AUSTRAC and Home Affairs, across the APS, with Government, and with stakeholders and business partners in pursuit of strategic outcomes.

Duties

The Director, Industry Engagement, under broad direction from the National Manager, is responsible for the following:

- Developing and delivering a range of engagement mechanisms including industry working groups, forums, roundtables and town hall meetings to enable the sharing of information on a variety of topics
- Proactively monitoring industry issues and trends to understand where guidance and support is required
- Developing staff and leading a team in a way that maintains AUSTRAC’s supportive and safe working environment
- Developing clear written communications that are able to be understood by a broad range of businesses that have obligations under the AML/CTF Act
- Developing and maintaining stakeholder relationships that contribute to AUSTRAC’s collaborative regulatory approach to encourage compliance with the AML/CTF Act
- Leading and coordinating engagement with relevant industry associations to ensure that the AML/CTF reforms are developed and implemented using a co-design model
- Ensuring AUSTRAC delivers a whole of agency strategic approach to industry engagement
- Co-ordinating external speaking engagements and presentations

- Leading budget and resource management and planning for Industry Engagement.

Eligibility

To be eligible for this role you:

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

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 contributions and experiences 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. AUSTRAC operates within a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Rochelle Hurst, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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

Home Affairs

Vacancy VN-0763414

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 12 October 2025

Regulation
Education & Industry Engagement

Job Title	Director, Contact Centre
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Brisbane QLD
Salary	$144,299 - $170,488
Future Merit Locations	Haymarket, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is implementing reforms to Australia's anti-money laundering and counter-terrorism funding (AML/CTF) laws. These reforms will make the financial system stronger and protect the Australian community from financially enabled crime by expanding regulatory obligations to a wider range of industries and businesses.

To meet the needs of a growing and diverse population of regulated entities, AUSTRAC is undertaking a strategic transformation of its Contact Centre. This transformation will deliver a modern digital contact centre that will deliver trusted, responsive, and scalable services.

AUSTRAC is looking for a high-performing EL2 Director to lead the Contact Centre through this change and manage the daily operations of its Contact Centre. This role reports to the National Manager Education & Industry Engagement (EIE).

EIE brings together the Industry Education and Outreach, Contact Centre, External Communications and Industry Engagement teams, and seeks to empower reporting entities to understand and comply with their AML/CTF obligations through impactful education, engagement and communication.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Professional Experience - Experienced in managing the operations of modern contact centres and proven abilities in aligning contact centre operations with broader business strategies.
- Lead and Supervise - Takes responsibility for managing business unit including assigning workloads, monitoring resources, work flows and standards and ensuring workplace and AUSTRAC’s goals/ objectives are delivered within deadlines.
- Deliver Client Focussed Results - Actively manages client expectations and anticipates the impact of changing environments on client requirements and promotes a strong client service focus and a commitment among others to providing quality client service.
- Formulates Strategies and Concepts - Works with employees to translate strategic direction into operational goals and build a shared understanding of organisational priorities, core business processes and outcomes and outputs.

Duties

The Director, Contact Centre, will be responsible for executing AUSTRAC’s vision for a modern contact centre while leading its day-to-day operations. Responsibilities include:

- Ensuring the Contact Centre is responsive, accessible and a trusted support channel when complexity, sensitivity, or regulatory importance arise
- Strengthening the capability and confidence of staff to enable the transition to a knowledge advisor model supported by robust knowledge management and digital tools
- Leading, coaching and developing team leaders to deliver effective, efficient and quality customer outcomes, whilst upholding AUSTRAC’s supportive and safe working environment
- Supporting implementation of the next phase of initiatives laid out in the Contact Centre Strategy and transformation roadmap
- Overseeing team performance against set metrics and standards to ensure the achievement of business objectives and KPIs focused on resolution quality, compliance support, and user experience
- Facilitating learning and development focused on enhancing customer experience to develop professional expertise and ensure succession planning and continuity of service delivery
- Monitoring the operating systems, policies and procedures and information flows to ensure the work produced meets service standards, quality standards and business requirements
- Leading budget and resource management and planning for the Contact Centre.

Eligibility

To be eligible for this role you:

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

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 contributions and experiences 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. AUSTRAC operates within a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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To Apply

Position Contact	Rochelle Hurst, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0763508

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Wednesday 15 October 2025

Enterprise Enablement
Finance, Property & Procurement

Job Title	EL1 Finance Business Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	34208
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia’s financial intelligence agency and anti-money laundering and terrorism financing regulator, is undergoing transformation to strengthen its role in fighting financial crime. As we evolve and embrace these changes, we're looking for individuals who are open and curious about new perspectives, new thinking and new ways of working.

As a Finance Business Partner in the Finance, Property and Procurement Branch, you will combine your passion for finance with your stakeholder engagement skills. You'll step into a high-impact role, influencing operational efficiency, shaping strategy and delivering financial insights that drive organisational change. You'll help steer financial strategy through an exciting time of growth and maturity, driven by the implementation of critical AML/CTF legislatives reforms.

If you possess strong financial acumen, embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply.

The role will be 12 month non-ongoing initially with a prospect to become ongoing.

Duties

- Partner with business areas to support effective financial management and decision-making.
- Produce quality reporting on the financial performance of the business areas and business programs.
- Analyse business data to generate insights that drive resource allocation and financial performance improvement.
- Ensure financial data integrity by assessing business impacts and resolving inaccuracies.
- Build strong relationships with stakeholders to understand and support their priorities.
- Lead, manage and develop team members to deliver on business outcomes.

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

Eligibility

Who are we looking for

We are seeking motivated accounting and finance professionals with a strong background in Finance Business Partnering to join the team at AUSTRAC.

Required

- Demonstrated experience in financial analysis expertise.
- Demonstrated experience in management accounting and financial planning.
- Proficiency in developing cost baselines and forecasting models.
- Applied knowledge and experience in funding processes within established frameworks and legislative requirements.

Desirable

- Proficiency in financial systems and data analysis tools (e.g. Excel, TechOne, Sap Finance and/or similar system).
- Relevant tertiary education or professional certification (e.g. Bachelor of Accounting and Finance)

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

This recruitment process will be used to fill one vacancy. Non-ongoing position will be offered in the first instance, contracted for a period of 12 months. There may be opportunity for ongoing positions when a vacancy becomes available. A merit pool will be established through this process

to fill the current vacancy or similar (ongoing or non-ongoing) within the next 18 months in the event positions become vacant.

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement with 60% at home and 40% in office.
- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

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To Apply

Position Contact	Mollie Zeng, 02 6183 9535
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0763595

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Wednesday 15 October 2025

Enterprise Enablement
Finance, Property & Procurement

Job Title	EL1 Finance Business Partner - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	34208
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia’s financial intelligence agency and anti-money laundering and terrorism financing regulator, is undergoing transformation to strengthen its role in fighting financial crime. As we evolve and embrace these changes, we're looking for individuals who are open and curious about new perspectives, new thinking and new ways of working.

As a Finance Business Partner in the Finance, Property and Procurement Branch, you will combine your passion for finance with your stakeholder engagement skills. You'll step into a high-impact role, influencing operational efficiency, shaping strategy and delivering financial insights that drive organisational change. You'll help steer financial strategy through an exciting time of growth and maturity, driven by the implementation of critical AML/CTF legislatives reforms.

If you possess strong financial acumen, embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply.

The role will be 12 month non-ongoing initially with a prospect to become ongoing.

Duties

- Partner with business areas to support effective financial management and decision-making.
- Produce quality reporting on the financial performance of the business areas and business programs.
- Analyse business data to generate insights that drive resource allocation and financial performance improvement.
- Ensure financial data integrity by assessing business impacts and resolving inaccuracies.
- Build strong relationships with stakeholders to understand and support their priorities.
- Lead, manage and develop team members to deliver on business outcomes.

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

Eligibility

Who are we looking for

We are seeking motivated accounting and finance professionals with a strong background in Finance Business Partnering to join the team at AUSTRAC.

Required

- Demonstrated experience in financial analysis expertise.
- Demonstrated experience in management accounting and financial planning.
- Proficiency in developing cost baselines and forecasting models.
- Applied knowledge and experience in funding processes within established frameworks and legislative requirements.

Desirable

- Proficiency in financial systems and data analysis tools (e.g. Excel, TechOne, Sap Finance and/or similar system).
- Relevant tertiary education or professional certification (e.g. Bachelor of Accounting and Finance)

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline security clearance.

Notes

This recruitment process will be used to fill one vacancy. Non-ongoing position will be offered in the first instance, contracted for a period of 12 months. There may be opportunity for ongoing positions when a vacancy becomes available. A merit pool will be established through this process to fill the current vacancy or similar (ongoing or non-ongoing) within the next 18 months in the event positions become vacant.

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

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

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

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To Apply

Position Contact	Mollie Zeng, 02 6183 9535
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0763596

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Wednesday 15 October 2025

Enterprise Enablement
Finance, Property & Procurement

Job Title	EL1 Finance Business Partner - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	34208
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia’s financial intelligence agency and anti-money laundering and terrorism financing regulator, is undergoing transformation to strengthen its role in fighting financial crime. As we evolve and embrace these changes, we're looking for individuals who are open and curious about new perspectives, new thinking and new ways of working.

As a Finance Business Partner in the Finance, Property and Procurement Branch, you will combine your passion for finance with your stakeholder engagement skills. You'll step into a high-impact role, influencing operational efficiency, shaping strategy and delivering financial insights that drive organisational change. You'll help steer financial strategy through an exciting time of growth and maturity, driven by the implementation of critical AML/CTF legislatives reforms.

If you possess strong financial acumen, embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply.

The role will be 12 month non-ongoing initially with a prospect to become ongoing.

Duties

- Partner with business areas to support effective financial management and decision-making.
- Produce quality reporting on the financial performance of the business areas and business programs.
- Analyse business data to generate insights that drive resource allocation and financial performance improvement.
- Ensure financial data integrity by assessing business impacts and resolving inaccuracies.
- Build strong relationships with stakeholders to understand and support their priorities.
- Lead, manage and develop team members to deliver on business outcomes.

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

Eligibility

Who are we looking for

We are seeking motivated accounting and finance professionals with a strong background in Finance Business Partnering to join the team at AUSTRAC.

Required

- Demonstrated experience in financial analysis expertise.
- Demonstrated experience in management accounting and financial planning.
- Proficiency in developing cost baselines and forecasting models.
- Applied knowledge and experience in funding processes within established frameworks and legislative requirements.

Desirable

- Proficiency in financial systems and data analysis tools (e.g. Excel, TechOne, Sap Finance and/or similar system).
- Relevant tertiary education or professional certification (e.g. Bachelor of Accounting and Finance)

To be eligible for this role you:

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

Notes

This recruitment process will be used to fill one vacancy. Non-ongoing position will be offered in the first instance, contracted for a period of 12 months. There may be opportunity for ongoing positions when a vacancy becomes available. A merit pool will be established through this process to fill the current vacancy or similar (ongoing or non-ongoing) within the next 18 months in the event positions become vacant.

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement with 60% at home and 40% in office.
- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Mollie Zeng, 02 6183 9535
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0763534

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 19 October 2025

Job Title	Voyage Delivery Coordinator - Marine National Facility (MNF)
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS
Salary	$96,000 - $109,000
Future Merit Locations	Hobart
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hobart, TAS
Classification	APS Level 6
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/job/Hobart%2C-TAS-Voyage-Delivery-Coordinator-Marine-National-Facility-%28MNF%29/132

Acknowledgement of Country

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

Role highlights

- **Play a key role in coordinating complex marine research voyages**
- **Apply your technical, planning and stakeholder engagement expertise into a diverse role**
- **Join CSIRO's collaborative team supporting national marine science capability!**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

The Marine National Facility (MNF) is a cornerstone of Australia's marine research infrastructure, delivering world-class capability through the research vessel *Investigator*. Managed by CSIRO, the MNF supports multidisciplinary marine research across Australia's maritime estate, enabling evidence-based decision-making in areas such as fisheries, climate, geology, and marine operations.

As a Voyage Delivery Coordinator, you will play a key role in coordinating the safe and effective delivery of research voyages. Working within the MNF Operations Team, you will manage all aspects of voyage planning from shore, liaising with internal and external stakeholders to ensure technical, logistical and safety requirements are met. You will also provide ongoing support throughout the voyage lifecycle, helping to resolve issues and optimise outcomes.

This is a multi-faceted role that blends administration, technical coordination and stakeholder engagement. You will bring strong interpersonal and communication skills, a detail-oriented approach, and the ability to manage multiple projects simultaneously. Experience in project coordination tools and Microsoft Office 365 is essential, along with a collaborative mindset and a commitment to customer service.

If you're passionate about supporting impactful marine research and thrive in a fast-paced, team-oriented environment, this is a great opportunity to contribute to nationally significant science – so we'd love to hear from you!

Duties

Your high-level duties will include:

- Coordinating stakeholder engagement and technical support by consulting with internal and external parties to provide expert advice on vessel capabilities, equipment, and operational standards.
- Supporting the planning and execution of research voyages in collaboration with Subject Matter Experts (SMEs), ensuring voyage objectives are clearly defined and aligned with CSIRO policies and procedures.
- Managing multiple complex projects simultaneously, including technical reviews, logistical arrangements, and real-time support for onboard teams to ensure successful voyage outcomes.
- Providing practical and administrative support for research voyages, including documentation development, resource management, and compliance with organisational and Commonwealth requirements.
- Ensuring safety and operational alignment by liaising with the MNF Safety Coordination Team and applying CSIRO's safety management systems throughout voyage planning and execution.
- Contributing to team development and organisational culture by working collaboratively, participating in training activities, and upholding CSIRO's values, including diversity, inclusion, and safety.

Role particulars

Location and office arrangements: Hobart, TAS

Salary: AU$96K – AU$109K per annum (pro-rata for part-time) plus up to 15.4% superannuation

Tenure & work schedule: Specified Term of 2 years; Full-time (**preferred**) – *part-time (min. 0.8 FTE) work arrangements may be considered, if required, based on needs of the role and individual circumstances.*

Reference: 101204

Eligibility

As the successful candidate, you will bring:

- Demonstrated ability to collaborate in a dynamic team environment in a positive and professional manner.
- Ability to project manage to deliver logistical, operational and technical requirements under tight timeframes with competing priorities.
- Evidence of a strong commitment to HSE and continuous improvement, and the ability to prepare and apply appropriate documentation and procedures for specific activities.
- Superior communication skills to engage with a wide range of internal and external stakeholders and negotiate operational outcomes, including the ability to deliver presentations and briefings.
- Excellent oral and written communication skills, interpersonal skills and conflict resolution skills, with demonstrated ability to apply policy and sound judgement when resolving personnel challenges.
- Demonstrated ability to operate as a leader in a complex, dynamic and time critical work environment.
- *Desirable:* Experience and knowledge of the conduct of marine research and working on marine research vessels would be highly desirable.

For full details about this role, please review the **Position Description**.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact the Talent Acquisition Partner via email (see details in the Position Description) and let us know how we can support you.

Eligibility

Applications for this position are open to Australian Citizens, New Zealand Citizens, and Australian Permanent Residents.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements. Due to the context of this position, the successful candidate may also be required to obtain an MNF remote voyage medical and a Maritime Security Identification Card (MSIC) post-commencement.

Notes

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Gold Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Child safety

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

How to apply

Please apply online, and provide a CV and a detailed cover letter, **responding to each of the selection criteria in detail**, that best demonstrate your motivation and ability to meet the requirements of this role. Please attach your selection criteria responses to your cover letter as one document.

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

Applications close

19 October 2025, 11:00pm AEDT

We strongly encourage you to apply early as we will be reviewing applications as they come through. CSIRO reserves the right to withdraw this ad prior to the closing date if required.

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Susan Carins, susan.carins@csiro.au
Agency Recruitment Site	https://jobs.csiro.au/job/Hobart%2C-TAS-Voyage-Delivery-Coordinator-M

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

Industry, Science, Energy and Resources

Vacancy VN-0763419

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 20 October 2025

Anti-Dumping Commission

Job Title	Principal Legal Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$153,302 - $164,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 2
Position Number	1793_09/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

We are Australia's international trade remedies authority - the Anti-Dumping Commission. The commission is responsible for undertaking investigations into allegations of unfair trade practices involving goods entering Australia and administering Australia's anti-dumping legislation. These investigations seek to deliver a level playing field for industry. Professionalism, excellence and independence underpins the commission's world-class reputation.

The commission is led by the Anti-Dumping Commissioner (Commissioner), who is an independent statutory office holder. The commission is staffed by employees from the department made available to the Commissioner, including lawyers to provide specialist legal services. There are three branches in the commission: Investigations, Strategy and Operations and Legal.

The Legal Branch, led by the Executive Director, Legal (EDL) who reports directly to the Commissioner, is a small specialist legal service team with expertise in administrative and trade remedies law. Each Principal Legal Counsel has three to four direct reports for management purposes. Legal staff work across the Legal Branch as required and determined by the EDL and Principal Legal Counsels and reports directly to Executive Director, Legal.

The opportunity

PLC's prepare legal advice and supervise team members delivering legal advice to the Investigations Branch and the Strategic and Operations Branch team to support good decision making by the Commissioner and promote best-practice regulation. PLCs participate in regular meetings with investigation case teams and the policy section and contribute to commission

meetings. PLCs also manage ongoing case work arising from the Commission's input into judicial and merits reviews.

Day to day work involves operational oversight of compliance with the Commissioner's legislative obligations under the Customs Act and other Acts. PLCs take the lead in building the team's legal skills in administrative and trade remedies law, expanding the team's knowledge of trade remedy settings in other jurisdictions, and training commission staff on learnings from reviews and World Trade Organization disputes.

You will work closely with the department's legal area, external legal providers, the Department of Foreign Affairs and Trade and the Anti-Dumping Review Panel (ADRP).

Our ideal candidate

We are looking for motivated and skilled legal professionals who have:

- 5 years post-admission experience,
- Effective verbal communication skills and a strong client focus,
- Strong understanding of administrative law and statutory interpretation principles,
- Experience providing well-reasoned, evidence-based, written legal advice in a regulatory environment. This includes identifying legal risk and developing legally compliant options for managing those risks consistent with legal obligations,
- Experience drafting submissions for merits review and judicial review proceedings,
- Well-developed planning and organisational skills for building capability and meeting deadlines,
- Experience mentoring and second counselling the work of junior lawyers,
- Highly developed collaboration skills to engage with staff at all levels,
- High standards of professional and personal integrity,
- The ability to quickly learn and apply Australia's anti-dumping legislation (Part XVB of the Customs Act 1901),
- Ability to learn Australia's obligations under the World Trade Organization (WTO) Anti-Dumping Agreement and the Agreement on Subsidies and Countervailing Measure.

If you have the skills, experience and motivation to succeed in this role, we welcome your application.

Duties

This role requires you to:

- Manage case work including by providing effective legal advice, verbally and in writing, to investigators,
- Supervise lawyers providing client focused legal services to case teams,
- Build a positive, productive and mutually supportive team environment to provide a valued legal support function,
- Work with the Executive Director, Legal, to identify and act on opportunities for continuous business improvement, aligned to the Commission's priorities,
- Evaluate and advise on developments arising from judicial or merits review, and WTO cases identifying the need for consequential legislative, policy or practice changes.

Eligibility

Must have at least a Bachelor of Laws degree (or equivalent) from a recognised Australian tertiary education provider and hold an unrestricted practicing certificate.

Admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory of Australia.

Substantial contemporary, relevant knowledge and experience in administrative law and statutory interpretation.

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is primarily based in Melbourne (preferred), with Canberra also being considered. Flexible or remote work arrangements may be negotiated depending on the successful candidate. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Katrina Gunn, 03 9268 7502
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0763446

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 21 October 2025

National AI Centre

Job Title	Industry Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - VIC VIC
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1809_09/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

About the National AI Centre

The National AI Centre was established to support the ambition to make Australia a world leader in AI innovation and responsible practices. The Centre's goal is focused on working with industry to unlock the positive potential of AI in Australia by delivering reliable information and trusted guidance to build confidence for all Australians.

The National AI Centre’s mandate is to drive productivity and support the development of economic growth through AI adoption and diffusion. It works to build market intelligence on the adoption, acceleration, and impact of AI technology in Australian businesses and to develop an authoritative voice for Australian industry to trust as they develop AI solutions for the global market.

The NAIC team leads several high-profile initiatives such as Australia’s AI Week, the AI Leadership Summit, AI Industry Connections, the AI Directory, and the development of the actionable guidance that supports the Governments voluntary guardrails. These initiatives together with regular industry reports, enable Australia’s businesses to take advantage of the AI opportunity in a safe and responsible way.

This is a great time to join the highly dynamic National AI Centre at the Department of Industry, Science and Resources.

The opportunity

This role at the National AI Centre is focused on accelerating the adoption and innovation of AI across Australia’s key industry sectors. The role focuses on building confidence, capability and clarity in the use of AI across industries. You will be responsible for designing and delivering high impact programs that bring stakeholders together, surface practical insights and generate specific

sector guidance and case studies that inspire and inform broader adoption. You will lead NAIC's presence at major industry events such as conferences and forums.

- The role reports to the Manager, Industry Development and has no direct reports.
- The role requires regular interstate travel within Australia.

Our ideal candidate

Our ideal candidate is dependable, curious, positive, flexible, an effective communicator, a team player, works well under pressure and likes to have fun at work!

You are a collaborative, forward-thinking leader who can engage credibly with industry, government, and the AI ecosystem. You bring strong judgement, initiative, and a passion for technology-driven transformation. Specifically, you will have:

- Outstanding written and verbal communication skills, including the ability to prepare compelling case studies, briefings, and content suitable for external audiences.
- A collaborative approach to work, with the ability to build strong relationships both internally and externally and work in a team to achieve outcomes.
- High levels of organisational and project management capability, including delivering outcomes across multiple priorities.
- A strong understanding of AI and its application in industry settings.
- Experience designing and delivering successful industry programs or innovation initiatives.
- Highly collaborative relationship-building skills with the ability to engage and influence stakeholders across government, startups, enterprises, and peak bodies.
- Proven ability to work independently, think strategically, and navigate complex or ambiguous environments.

We will work with new team members to build their subject-matter expertise in the division's focus areas and provide opportunities to develop skills in industry engagement, designing policy, and developing and implementing programs.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

As Industry Program Manager you will be responsible for a variety of tasks which could include:

- Convening stakeholders across key sectors including start-ups, SMEs, enterprise, technology providers, industry associations and peak bodies to build collaborative networks to support AI adoption to unlock opportunities for innovation.
- Designing and delivering sector-specific programs such as roundtables, showcases, briefings, and industry forums.
- Lead NAICs presence at industry events such as booths, conferences etc.
- Identify and source practical case studies and success stories that showcase AI adoption and innovation in key industry sectors.
- Lead the creation of sector intelligence assets - such as AI sector briefings, insight reports, and practical guidance - both directly and through strategic partnerships.
- Collaborate across NAIC teams to scale the delivery of best-practice guidance on AI adoption and literacy to ensure industry stakeholders can access and apply the tools and resources.
- Prepare reports, formal briefings, and communication materials for senior leadership, Minister's Offices and external stakeholders as required.

Eligibility

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

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

Notes

The department does currently offer flexible work opportunities for many roles. These vacancies are available nationally; flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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

Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Eloise Leaver, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0763478

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 15 October 2025

National Measurement Institute

Job Title	Laboratory Services Sample Receipt Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC
Salary	$78,770 - $85,027
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4
Position Number	1799_09/25
Agency Website	https://www.industry.gov.au/

Job Description *https://careers.industry.gov.au/en/job/*

About the department

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

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

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

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

About the team

The **National Measurement Institute (NMI)** is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement. Our national measurement standards are recognised internationally. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. We are committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre around being Adaptable, Innovative, Accountable, Strategic, Inclusive and Influential.

The **Analytical Services Branch (ASB)** consists of a team of over 100 staff based in North Ryde and Port Melbourne. We are responsible for conducting chemical and biological measurement on a wide range of samples (including water, soil, food and pharmaceuticals). Performing a diverse range of tests (including elements, nutrients, organic contaminants and microbiological parameters).

We provide analytical solutions and technical expertise for a large set of private sector and government clients across the environmental, food and health sectors, enabling them to meet their business, research and regulatory compliance needs. We also work closely with the tertiary education sector in Australia and have a number of international stakeholders.

The **Laboratory Services (LS)** team within ASB is a team of approximately 15 staff across two sites – North Ryde and Port Melbourne. The primary responsibility of LS is providing operational, technical and administrative support to the daily activities of the Analytical Services Branch, by receiving and processing incoming samples, liaising with stakeholders and ensuring sample processing is followed correctly from receipt to disposal.

The opportunity

We are excited to be offering a role based at Port Melbourne that will focus on laboratory services. Primary focusses are coordinating and supervising the accurate processing and delivery of samples to laboratories (Food & Health Chemistry, Food & Health Biological), ensuring good service delivery outcomes and operational process improvements.

While this role is more of an administrative nature, a comprehensive scientific background and knowledge of laboratory operations is required. This Laboratory Services Sample Receipt Officer role is highly collaborative, engaging with staff across these laboratories and the associated support functions on this site.

Our ideal candidate

National Measurement Institute (NMI) is looking for a candidate with relevant experience in an accredited analytical laboratory environment. They will have demonstrated experience in sample management processes with a proven record of accurately completing tasks to assist the laboratories in delivering analytical results within the required turnaround times.

The candidate will ideally have:

- Minimum Diploma in a scientific related field or at least 3 years of relevant work experience in a scientific field.
- Ability to successfully work under general supervision, demonstrating a high level of self-organisation and sound judgement in prioritising routine work and service matters.
- A demonstrated ability to provide excellent client and interpersonal communication skills (orally and written) in a professional manner.
- A high level of attention to detail and the ability to identify issues that my impact on own and teamwork outcomes.
- Demonstrated good working knowledge and experience of Sample Manager (LIMS) is highly desirable.
- An understanding of the requirements for samples under Biosecurity control including the handling and disposal of the samples. Training in Biosecurity Awareness and Approved Arrangements will be advantageous.
- Demonstrated ability to consistently exhibit the NMI values of being adaptable, accountable, innovative, inclusive, influential and strategic. This includes building and sustaining positive relationships with team members and other teams, fostering a diverse and inclusive workplace, leading by example and showing integrity by being honest, transparent and accountable.
- A solid knowledge of the principles of Good Laboratory Practice and Laboratory Work Health & Safety are essential to this role.

Duties

The main functions of this role for this position include:

- Under the general direction of the Sample Receipt Team leader conduct sample receipt and processing.
- Assist with outsourcing tasks and maintaining outsource records to enable tracking and traceability ensuring outsourcing is done in a timely and accurate manner.
- Liaise with clients and relevant laboratory areas to proactively address any potential issues and resolve enquiries ensuring a high standard of client satisfaction.
- Handling, processing and disposal of Biosecurity/Quarantine containment samples.
- Ensure safe work practices are followed and the receipt and outsource areas are kept clean and tidy.
- Assist with other Laboratory Services duties when required. This could include duties such as housekeeping, handling and storing of consumables received.

Eligibility

Tertiary qualifications in a scientific field or at least 3 years of relevant work experience in a scientific field.

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

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

Notes

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

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

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

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

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

To Apply

Position Contact	Michelle Orlinski, 03 9644 4886
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0763386

Geoscience Australia

Closing Date:Sunday 12 October 2025

Space Division
Digital Earth Research and Product Development

Job Title	Mechatronics Engineer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	19203
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

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

Our culture

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

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

What we can offer you

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

Our team

The Earth Observation Calibration and Validation (EO CalVal) team is part of the Research and Product Delivery directorate within the Digital Earth (DE) Branch, which resides in the Space Division. The EO CalVal team is currently expanding its remit and providing a wide variety of field data acquisition services to both internal and external stakeholders. Its primary mission is the collection of earth observation field data and the validation of satellite sensor products. The team owns and operates airborne and ground-based instruments including LiDAR, Multispectral and Hyperspectral visible to shortwave infrared sensors. EO CalVal also operates and maintains a fleet of Remote Piloted Aircraft Systems (RPAS) for the collection of a wide variety of field data. Responsible for the collection, storage and post-processing of these data, the team has created a number of bespoke workflows and database systems to ensure efficient validation of the downstream product offering

Duties

The Mechatronics Engineer will represent GA as an electro-mechanical specialist, engaging with both internal and external stakeholders to support the delivery of national scientific field data collection and validation campaigns. This role will contribute to DE delivering new products and capabilities that support the Australian government, academia and commercial spatial sector.

In this role you will:

- Manage the operation of GA’s Remote Pilot Aircraft Systems (RPAS) workshop;
- Hold the formal maintenance controller role under our Remotely Piloted Aircraft Operator’s Certificate (ReOC) and its associated responsibilities in continuing to improve our RPAS operational capabilities;

- Create, improve and evaluate prototype aircraft mounts and instrumentation systems associated with the collection of a wide variety of data, including hyperspectral, thermal, LiDAR and magnetometric;
- Utilise your electro-mechanical and software expertise in the implementation of control system improvements, communication protocols (CAN, UART, I2C) interfacing and the development of data collection and processing solutions;
- Contribute to field validation campaigns aligned with the requirements of the DE Program, including preparation works and safety management;
- Maintain expert knowledge in relevant subject domains, including standards / protocols and measurement science;
- Support the DE program in influencing domestic and international partners, to develop global calibration and validation frameworks;
- Foster relationships with key DE stakeholders and users to ensure that the EO CalVal team continues to develop and deliver products and services that improve efficiency and/orneffectiveness of operations; and
- Exemplify and drive a culture of inclusiveness, open and transparent communication, collaboration, innovation, accountability and delivery across the DE Program.

To be successful in the role you will:

- A strong understanding of scientific data processing approaches and workflows, modern software development practices, and their potential to improve the effective utilisation of products generated as a result;
- A track record of being able to plan, lead, manage and deliver innovative scientific data projects that deliver effective outcomes;
- Strong communication skills and a track record of being able to build, foster and leverage relationships with stakeholders at different levels.

Required skills, knowledge, experience and/or qualifications

Essential Criteria

- Qualifications and/or experience in Mechatronics, Mechanical, Electrical or Aerospace Engineering.
- Experience working in a multidisciplinary team environment.
- Sound knowledge and experience in stakeholder engagement.
- Commitment to a culture of continuous improvement, and user engagement.

Desirable Criteria

- Knowledge / experience using UAV-based sensors for collecting field validation data.

- An Australian Remote Pilot Licence to operate a sub-25 kg UAV or the willingness and ability to obtain one.
- Knowledge / experience in the operation of CAD software, 3D printers and fabrication techniques.
- Familiarity with a variety of coding languages, ML and AI techniques.
- Knowledge / experience in automating scientific workflows.
- Knowledge / experience with collecting field validation data.
- A sound knowledge of remote sensing principles.

Eligibility

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

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

Are you unsure about applying?

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

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system.

Your application should include:

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

If you have any questions regarding the role, please contact Alexander Rogers on (02) 6249 9045 or email alexander.rogers@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’.

Notes

Recruitability

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

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

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position of offer is ongoing, a merit list/pool may be created from this process for future ongoing and non-ongoing roles within the next 18 months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

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

To Apply

Position Contact	Alexander Rogers, (02) 6249 9045
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0763289

IP Australia

Closing Date:Monday 13 October 2025

Patents Examination

Job Title	Examiner of Patents
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA
Salary	$96,948 - $120,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	Examiner of Patents
Position Number	1510
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

As a Patent Examiner, you will use your technical expertise in combination with the legal training we provide (see training section below), to assess whether patent applications comply with the requirements set out in patent legislation. This includes searching patent and scientific databases to ensure the invention is new and inventive. This means Patent Examiners are amongst the first to see new developments across a wide range of emerging technologies!

The role also has a customer service element as you will correspond with patent attorneys, or directly with applicants/inventors, to resolve issues within their applications.

In addition to technology-specific skills, we're looking for people who are self-driven, adaptable, committed to continuous improvement and responsive to change and feedback. Examiners must have clear, concise, and logical written and oral communication skills, and the ability to make evidence-based decisions and strong time management skills to achieve goals independently. Examiners work independently and as part of a small team to contribute to the goals of their technical section of up to 30 people. A typical examination section will consist of staff who are based all over Australia and who work in hybrid (home-based/office-based) settings.

Our training program

As a Patent Examiner at IP Australia, you will participate in the IP Rights Examiner Program. You'll be supported by a workplace coach through a competency-based training program to build your understanding of relevant legislation and the examination process. The program includes both virtual classroom-style training and virtual on-the-job learning.

After successful completion of the training program, you will receive your Acceptance Delegation which allows you to examine patents. You will work collaboratively in a small examination team where you will search and examine patent applications and produce search and examination reports.

Looking for more information?

Our candidate kit contains details including the capabilities required, the contact officer, and how to apply. Please click 'Apply' to access the candidate kit.

We're also hosting a virtual information session so you can hear directly from current examiners and ask any questions you have. Further information, including a registration link, can be found in the candidate kit.

Duties

- Using your technical knowledge to examine a Patent application and determine whether the invention is described clearly and in such a way that a skilled person would be able to use it
- Searching and analysing scientific literature and patent databases to make sure that the invention is new and inventive
- Communicating the examination outcome to the applicant and patent attorney, and considering their responses

- Maintaining an understanding of your responsibilities under the Work Health & Safety Act 2011 and maintaining a commitment to promoting a healthy and safe workplace
- Contributing to the Patents Examination Group and IP Australia to achieve our strategic goals.

Before you apply, we strongly recommend you find out more about the role of a Patent Examiner on our website. We have also developed a suite of videos to help you understand what it's like to work as a Patent Examiner at IP Australia, which you can find in our candidate kit available on our Careers page.

Eligibility

As well as the eligibility requirements listed below, to become a Patent Examiner, you must:

• have completed a minimum of a Bachelor Degree (AQF Level 7) or higher relevant to at least one of the disciplines available in our candidate kit.

• have excellent written and verbal English skills to communicate examination outcomes with stakeholder

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill these positions on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Various - please see Candidate Kit, patentsrecruitment@ipaustralia.gov.au
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0763357

IP Australia

Closing Date:Sunday 12 October 2025

Customer Experience Communications

Job Title	Senior Communications Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT
Salary	$95,395 - $108,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 6
Position Number	1507
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

As a Senior Communications Advisor in our team, you will:

• Work as part of a small team to develop, implement, monitor, and evaluate engaging communication strategies and plans for IP Australia staff

• Work with business area subject matter experts to create and deliver compelling news, events and social media-style content tailored largely to internal audiences

• Provide writing and editing support for communications across multiple channels

• Apply the APS Style Guide and our ‘tone of voice’ guidance to written communications and ensure consistency in our language style

• Provide support and coordination for the delivery of IP Australia’s all staff internal events across a range of

platforms, online, hybrid and face-to-face

• Develop and maintain strong relationships with internal stakeholders.

We are looking to fill multiple positions in the team. Future positions may also be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months.

Duties

We require a well-organised professional who can juggle multiple priorities in a fast-paced work environment. The successful candidate will demonstrate:

• Experience in developing and implementing communication plans and a broad range of communication tactics and activities

• Proven experience in developing effective communication strategies which meet the needs of clients and customers

• Exceptional communication and stakeholder management skills

• Experience in sourcing, writing and editing accessible and engaging communications content for a range of digital and traditional channels to required standards, such as intranets and printed publications

• Commitment to a high level of customer service and satisfaction

• Excellent time management skills

• The ability to work both independently and as part of a team.

Our candidate kit contains details including the capabilities required, the contact officer, and how to apply.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Tabitha Fairleigh, (02) 62832701
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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

Industry, Science, Energy and Resources

Vacancy VN-0763507

IP Australia

Closing Date:Wednesday 15 October 2025

Data and Technology Data and Analytics

Job Title	Director, Data Front Door & Analytics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA
Salary	$146,680 - $170,991
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	Executive Level 2
Position Number	1515
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The Director, Data Front Door and Analytics, will work to the Chief Data Officer and will lead a diverse team of data analysts, data scientists, and reporting and data visualisation experts who provide analytics and insights to internal and external stakeholders on IP Australia’s intellectual property rights data. The role requires collaboration across the agency with data stewards, project teams and business groups, IP Australia’s Executive and other areas in the Data & Analytics sub-group including Data Engineering and Data and Information Governance teams.

As a Director, Data Front Door & Analytics, you will:

- lead a team that provides a single point for internal and external data requests, IP analytics and report requests, as well as preparing open data products and other data extracts
- lead a team to develop, deliver and improve IP rights data, analytics and data visualisations, and to expand the interactive access to data for all stakeholders
- collaborate across government and IP Australia to make the best use of Australia’s IP rights data to guide decision making and policy development
- manage risk and responding to operational and technological change, ensuring that strategic analysis and data products are resilient, transparent and adaptable to evolving organisational needs.

Duties

The successful candidate will:

- have high level leadership, management and interpersonal skills, and the ability to motivate, guide, mentor and develop staff.
- have high level communication, negotiation and collaboration skills, and ability to build effective networks in a work environment.
- have knowledge of data management, data preparation, analytics techniques and effective data visualisation.
- have excellent analytical and research skills, and a proven track record of complex problem solving and managing projects through to completion.
- be highly motivated and flexible in your approach to work and contribute to section, group, and organisational outcomes.
- have knowledge of Australia's intellectual property systems and their policy environments, or the ability to quickly acquire that knowledge.

Eligibility

Under section 22(8) of the*Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to disclose all relevant and required information.

Notes

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is

offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Kieran Power, 02 6283 2471
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763377

Civil Aviation Safety Authority Australia

Closing Date:Monday 13 October 2025

National Operations and Standards
Flight Standards Personnel Licensing, Aerodrome and Air Navigation Standards

Job Title	Standards Officer/ Senior Standards Officer Flight Crew Licensing
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$150,381 - $187,972
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4378
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

This is an exciting position that covers the formulation, development and maintenance of policies, safety regulations and associated guidance material in relation to all operational aspects of Flight Crew Licensing and Training, including Flight Simulators.

The open position could be attained at either the FO 1 Standards Officer or FO 2 Senior Standards Officer level depending on the qualifications and level of experience held by the successful candidate. While both FO 1 & FO 2 need a deep technical knowledge of Flight Crew

Licensing and training, including Flight Simulation a candidate oping to commence the role in the FO 2 capacity must already have a significant amount of regulatory experience.

The Standards Officer (SO) (Flight Crew Licensing) is a professional role and operates under direct guidance from more experienced colleagues and a Section Manager and National Manager. Key duties of the role include, but are not limited to:

- Conducting detailed research, undertaking risk assessments, collecting and analysing safety data, and developing safety policies and guidelines that supports the preparation of policy proposals.
- Developing policy proposals relating to flight operations standards and regulatory change matters.
- Developing consultation advisory documents and post-consultation decision documents that include analysis of consultation responses.
- Developing guidance documents with the support of the CASA Legal Division that support stakeholders to interpret the intent of legal instruments.
- Providing technical interpretation, advice and guidance on Australian and international aviation rules and policy within their areas of responsibility.
- Conducting assessments of regulated entity applications specific to the requirements of Part 60, Part 61 and Part 141.
- Conducting routine operational standards tasks relating to recurrent qualification and surveillance of flight simulation training devices under Part 60.
- Assisting in identifying opportunities for continuous improvement, including developing pathways for assessing new technologies in training and flight simulation.
- Establish and maintain professional and effective relationships with other aviation stakeholders, as pertinent to the technical safety standards relating to Flight Crew Licensing and Training, including Flight Simulators.

The Senior Standards Officer (SSO) (Flight Crew Licensing) is a professional and senior role and operates under general direction and guidance and whose key duties include, but are not limited to:

- Conducting detailed research, undertaking risk assessments, collecting and analysing safety data, and developing safety policies and guidelines that supports the preparation of policy proposals.
- Developing policy proposals relating to flight operations standards and regulatory change matters.
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- Identifying opportunities for continuous improvement, including developing pathways for assessing new technologies in training and flight simulation.

- Provide ongoing support and guidance to less experienced employees on standards development and other technical matters relating to flight crew training and licensing, including flight simulation.
- Establish and maintain professional and effective relationships with other aviation regulatory authorities, foreign government agencies, the International Civil Aviation Organization (ICAO) and other international representative organisations as necessary on the technical safety standards relating to Flight Operations.
- Represent CASA in national forums when required.

Duties

Ideal Candidate

Our ideal candidate for the **SO** role must demonstrate the following:

- Demonstrated ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge and expertise on routine matters and/or unusual matters, anticipating
- future consequences or outcomes and develop long-term plans that maximise opportunities and minimise risk.
- Ability to work under direct guidance from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to engage in stakeholder management, including with regulated entities, on sensitive and complex issues requiring conflict resolution within constrained time limits.
- Foundational working knowledge of Australian aviation safety legislation and guidance materials.
- Operational experience in Flight Training and Flight Simulator Evaluations or national aviation authority management experience.

Our ideal candidate for the **SSO** role must demonstrate the following:

- Experience in the leading of regulatory and standards development activities or demonstrated experience leading projects with multiple stakeholders, including an understanding of government policies, funding arrangements, and economic impacts.
- Demonstrated ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge and expertise on complex matters and/or unusual matters, anticipating future consequences or outcomes, and to develop long-term plans that maximise opportunities and minimise risk.
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- Comprehensive working knowledge of Australian aviation safety legislation and guidance materials, and other aviation regulatory bodies such as the Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO), and the European Aviation Safety Agency (EASA).
- Comprehensive working knowledge of Australia’s ICAO compliance requirements relevant to Flight Training and Licensing, including Flight Simulation.
- Operational management experience in Fight Training, Flight Simulator Evaluations or national aviation authority management experience.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

Must:

- The position's occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA's Alcohol and Other Drugs Directive and Procedure.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

Melbourne and Brisbane preferred other CASA locations considered.

(Note: this salary is reflected from a 3.4% increase applicable from 17 November 2025)

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Andrew Tiede, 07 3144 7362
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763391

Civil Aviation Safety Authority Australia

Closing Date:Monday 13 October 2025

National Operations and Standards
Flight Standards Personnel Licensing, Aerodrome and Air Navigation Standards

Job Title	Standards Officer/ Senior Standards Officer Flight Crew Licensing - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$150,381 - $187,972
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4378
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

This is an exciting position that covers the formulation, development and maintenance of policies, safety regulations and associated guidance material in relation to all operational aspects of Flight Crew Licensing and Training, including Flight Simulators.

The open position could be attained at either the FO 1 Standards Officer or FO 2 Senior Standards Officer level depending on the qualifications and level of experience held by the successful candidate. While both FO 1 & FO 2 need a deep technical knowledge of Flight Crew Licensing and training, including Flight Simulation a candidate oping to commence the role in the FO 2 capacity must already have a significant amount of regulatory experience.

The Standards Officer (SO) (Flight Crew Licensing) is a professional role and operates under direct guidance from more experienced colleagues and a Section Manager and National Manager. Key duties of the role include, but are not limited to:

- Conducting detailed research, undertaking risk assessments, collecting and analysing safety data, and developing safety policies and guidelines that supports the preparation of policy proposals.
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- Developing guidance documents with the support of the CASA Legal Division that support stakeholders to interpret the intent of legal instruments.
- Providing technical interpretation, advice and guidance on Australian and international aviation rules and policy within their areas of responsibility.
- Conducting assessments of regulated entity applications specific to the requirements of Part 60, Part 61 and Part 141.
- Conducting routine operational standards tasks relating to recurrent qualification and surveillance of flight simulation training devices under Part 60.
- Assisting in identifying opportunities for continuous improvement, including developing pathways for assessing new technologies in training and flight simulation.
- Establish and maintain professional and effective relationships with other aviation stakeholders, as pertinent to the technical safety standards relating to Flight Crew Licensing and Training, including Flight Simulators.

The Senior Standards Officer (SSO) (Flight Crew Licensing) is a professional and senior role and operates under general direction and guidance and whose key duties include, but are not limited to:

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- Identifying opportunities for continuous improvement, including developing pathways for assessing new technologies in training and flight simulation.
- Provide ongoing support and guidance to less experienced employees on standards development and other technical matters relating to flight crew training and licensing, including flight simulation.
- Establish and maintain professional and effective relationships with other aviation regulatory authorities, foreign government agencies, the International Civil Aviation Organization (ICAO) and other international representative organisations as necessary on the technical safety standards relating to Flight Operations.
- Represent CASA in national forums when required.

Duties

Ideal Candidate

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- Demonstrated ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge and expertise on routine matters and/or unusual matters, anticipating
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- Foundational working knowledge of Australian aviation safety legislation and guidance materials.
- Operational experience in Flight Training and Flight Simulator Evaluations or national aviation authority management experience.

Our ideal candidate for the **SSO** role must demonstrate the following:

- Experience in the leading of regulatory and standards development activities or demonstrated experience leading projects with multiple stakeholders, including an understanding of government policies, funding arrangements, and economic impacts.
- Demonstrated ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge and expertise on complex matters and/or unusual matters, anticipating future consequences or outcomes, and to develop long-term plans that maximise opportunities and minimise risk.
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Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

Must:

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Notes

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Melbourne and Brisbane preferred other CASA locations considered.

(Note: this salary is reflected from a 3.4% increase applicable from 17 November 2025)

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

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To Apply

Position Contact	Andrew Tiede, 07 3144 7362
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763432

Civil Aviation Safety Authority Australia

Closing Date:Sunday 12 October 2025

Legal Divison

Job Title	General Counsel
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements may be considered.
Classification	Senior Executive Service Band 2
Position Number	1861
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://futureleadership.com.au/opportunities/casa-general-counsel/

The Organisation

The Civil Aviation Safety Authority (CASA) is Australia’s aviation safety regulator. Working closely with government and the aviation community, CASA is committed to promoting safe skies through effective regulation, collaboration, and innovation.

The Position

The General Counsel (GC) is a member of CASA’s Executive Leadership Team, managing the Legal Division and supporting the Chief Executive Office / Director of Aviation Safety with high-level strategic and tactical legal advice. The GC influences aviation safety outcomes, supports compliance with relevant legislation, and leads legal and regulatory best practice across CASA. The GC will represent CASA and the CEO/DAS at a senior level in formal and informal engagement with industry, government, other National Aviation Authorities, the legal fraternity and the wider community.

Duties

To be eligible you will have:

- Extensive relevant senior legal management experience.
- High level understanding of contemporary regulatory theory and practical enforcement methodologies appropriate to a modern and evolving civil aviation environment.
- Knowledge of Australian civil aviation legislation and a good understanding of the related legal and legislative regimes in North America and Europe would be highly regarded.

The role is based in Canberra and may require interstate and overseas travel.

For more information on CASA visit: https://www.casa.gov.au/

A candidate information pack is available to download by visiting:
https://futureleadership.com.au/your-career/opportunities/

To apply - click 'Quick apply', using reference CASgnc0925, addressing your cover letter and resume to Grant Nichol, of Future Leadership™, or call 1300 347 437 for further information.

Applications close: Sunday 12 October 2025, 11.59pm AEST

Eligibility

Eligibility requirements

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.
- Must be an Australia citizen as this role requires a Negative Vetting 2 security clearance.

Notes

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To Apply

Position Contact	Grant Nichol, 1300347437
Agency Recruitment Site	https://futureleadership.com.au/opportunities/casa-general-counsel/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763466

Civil Aviation Safety Authority Australia

Closing Date:Monday 13 October 2025

National Operations and Standards
Flight Standards Personnel Licensing, Aerodromes and Air Navigation Standards

Job Title	Standards Officer/ Senior Standards Officer Flight Crew Licensing - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$150,381 - $187,972
Future Merit Locations	Melbourne, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4378
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

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Ideal Candidate

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Eligibility

Eligibility Requirements

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(Note: this salary is reflected from a 3.4% increase applicable from 17 November 2025)

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To Apply

Position Contact	Andrew Tiede, 07 31447362
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763467

Civil Aviation Safety Authority Australia

Closing Date:Sunday 19 October 2025

Corporate Services
Information Technology

Job Title	Information Technology Branch Business Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,171 - $168,315
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 2
Position Number	3053
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Information Technology Branch (ITB) Business Manager reports to the Chief Information Officer (CIO) and forms a key part of CASA's ICT environment, conducting the oversight and delivery of financial management, procurement and governance reporting for the Branch. The role is key to ensuring timely project, financial, governance and compliance reporting.

The role is responsible for the development and maintenance of ITB annual operational budgets and project budgets funded through the Capital Management Plan. It performs an essential communication role with all ITB Section Managers on activities and priorities external to ITB.

The role is also responsible for the program oversight and coordination of ITB related capital projects ensuring that all elements are working effectively across the Branch to deliver outcomes. This includes reporting to relevant governance committees and stakeholders.

The role will work collaboratively with all other ITB sections and is responsible for the following deliverables:

- Developing the IT Branch operational and project budgets.
- Maintaining a single view of ICT program and projects budgets, risks and issues.
- Managing the procurement of contractors, consultants, project teams ensuring the quality and timeliness of procurements.
- Oversighting the program/project lifecycle of ITB related projects including development of project bids, business cases, project to project closure.
- Leading the implementation and management of portfolio, program and project governance frameworks to ensure timely transparency to all stakeholders.
- Maintaining ICT and organisation wide project reporting with a focus on value added advice and early identification and resolution of risks and issues.
- Managing the flow of operational and strategic reporting to relevant governance committees and stakeholders.
- Managing the performance of section staff to ensure timely delivery of agreed targets that align with section, branch and corporate objectives.
- Developing and communicating plans to remedy any delivery issues with projects or approved work streams.

Duties

Our ideal candidate

- Demonstrated experience in managing and leading a team in a client focused, service delivery and technical environment.
- Demonstrated financial management, procurement, strategic planning and risk management experience.
- Demonstrated high level of stakeholder management skills, including excellent negotiation skills and demonstrated ability to establish and influence productive working relationships with business stakeholders.
- Highly developed written and oral communication skills, including demonstrated ability writing executive level reports.
- Demonstrated experience working in contemporary ICT environments and a proven skillset establishing and maintaining standard practices, processes, and templates for managing programs and projects consistently and efficiently to reduce risk and costs.
- Experience in a similar role with demonstrated success.
- Experience in the development of and/or participation in the execution of an IT strategic plan.
- Proven experience in the creation of business cases with the ability to present them to senior stakeholders.
- Demonstrated experience in providing governance and oversight of large-scale ICT programs and projects.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australian citizen.
- The prospective CASA employee must undergo pre-employment screening. You must be willing to provide the required information to successfully undergo a police record check.
- Current NV1 security clearance.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Anthony Warnock, 02 62171801
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763468

Civil Aviation Safety Authority Australia

Closing Date:Sunday 19 October 2025

Corporate Services
Information Technology

Job Title	Information Technology Branch Business Manager - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,171 - $168,315
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 2
Position Number	3053
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Information Technology Branch (ITB) Business Manager reports to the Chief Information Officer (CIO) and forms a key part of CASA's ICT environment, conducting the oversight and delivery of financial management, procurement and governance reporting for the Branch. The role is key to ensuring timely project, financial, governance and compliance reporting.

The role is responsible for the development and maintenance of ITB annual operational budgets and project budgets funded through the Capital Management Plan. It performs an essential communication role with all ITB Section Managers on activities and priorities external to ITB.

The role is also responsible for the program oversight and coordination of ITB related capital projects ensuring that all elements are working effectively across the Branch to deliver outcomes. This includes reporting to relevant governance committees and stakeholders.

The role will work collaboratively with all other ITB sections and is responsible for the following deliverables:

- Developing the IT Branch operational and project budgets.
- Maintaining a single view of ICT program and projects budgets, risks and issues.

- Managing the procurement of contractors, consultants, project teams ensuring the quality and timeliness of procurements.
- Oversighting the program/project lifecycle of ITB related projects including development of project bids, business cases, project to project closure.
- Leading the implementation and management of portfolio, program and project governance frameworks to ensure timely transparency to all stakeholders.
- Maintaining ICT and organisation wide project reporting with a focus on value added advice and early identification and resolution of risks and issues.
- Managing the flow of operational and strategic reporting to relevant governance committees and stakeholders.
- Managing the performance of section staff to ensure timely delivery of agreed targets that align with section, branch and corporate objectives.
- Developing and communicating plans to remedy any delivery issues with projects or approved work streams.

Duties

Our ideal candidate

- Demonstrated experience in managing and leading a team in a client focused, service delivery and technical environment.
- Demonstrated financial management, procurement, strategic planning and risk management experience.
- Demonstrated high level of stakeholder management skills, including excellent negotiation skills and demonstrated ability to establish and influence productive working relationships with business stakeholders.
- Highly developed written and oral communication skills, including demonstrated ability writing executive level reports.
- Demonstrated experience working in contemporary ICT environments and a proven skillset establishing and maintaining standard practices, processes, and templates for managing programs and projects consistently and efficiently to reduce risk and costs.
- Experience in a similar role with demonstrated success.
- Experience in the development of and/or participation in the execution of an IT strategic plan.
- Proven experience in the creation of business cases with the ability to present them to senior stakeholders.
- Demonstrated experience in providing governance and oversight of large-scale ICT programs and projects.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australian citizen.
- The prospective CASA employee must undergo pre-employment screening. You must be willing to provide the required information to successfully undergo a police record check.
- Current NV1 security clearance.

Notes

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To Apply

Position Contact	Anthony Warnock, 02 6217 1801
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763638

Civil Aviation Safety Authority Australia

Closing Date:Sunday 19 October 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intel

Job Title	Aviation Risk Advisor
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Adelaide SA, Perth WA, Brisbane QLD, Cairns QLD, Darwin NT
Salary	$117,297 - $151,996
Future Merit Locations	Melbourne, Sydney, Canberra, Adelaide, Perth, Brisbane, Cairns, Darwin
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	
Position Number	2487
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About The Role

As a member of CASA’s Aviation Technical Workforce (ATW), an Aviation Risk Advisor works under direction and guidance from a Manager and National Manager. The role sits within a team of risk advisors and other related staff, who work collaboratively to deliver on CASA’s strategic operational priorities and work plans.

An Aviation Risk Advisor (ASR1) is expected to work reasonable additional hours beyond the ordinary hours of work, which may include work on weekends or outside the span of hours. However, this is regarded as the exception and where additional hours are worked, they are compensated in accordance with CASA’s enterprise agreement.

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

- Exercise decision making on a range of routine aviation safety performance and risk-related enquiries, approvals, and compliance in line with legislation, CASA’s Corporate Plan, policies, practices and standards, and in accordance with CASA’s Regulatory Philosophy and assigned delegations.

- Work collaboratively with colleagues, by providing detailed, timely and constructive input, sharing knowledge, and managing personal performance in accordance with CASA's values, policies, and practices.
- Contribute to work programs that deliver the various elements of CASA's strategies and priorities including but not limited to analyse, design, recommend, and implement management strategies for safety issues and associated projects and taskings identified by CASA.
- The development of risk oversight and safety related documentation, mentoring and facilitation of training for system safety to internal and external stakeholders.
- Work professionally with regulated entities, the International Civil Aviation Organization (ICAO), other regulators, government departments, the aviation sector, and the public by drawing on expertise when providing advice, technical guidance, information, and/or when making recommendations.
- Perform regulatory services and/or surveillance tasks. Identify compliance issues and omissions that reflect non-compliance or offences under civil aviation legislation, regulations, standards, and CASA policy, and present that information to relevant stakeholders through high quality reports with clear recommendations, identifying any risks and/or systemic issues.
- Assess and analyse industry information, engage with stakeholders, monitor other external influences, and investigate potential scenarios to develop compliance strategies and mitigate emerging or actual risks.

Duties

Our Ideal Candidate

Our ideal candidate for the Aviation Risk Advisor role must demonstrate the following:

- Knowledge and experience in risk management including various risk management methodologies.
- Ability to work under independently under direct guidance from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A proven ability to seek out diverse perspectives to identify opportunities and improvements.
- In-depth understanding of the aviation industry, civil aviation legislation, and relevant national and international aviation standards.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.
- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998
- Undertake and pass a pre-employment alcohol and drug test as part of CASA’s Alcohol and Other Drugs Directive and Procedure.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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

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

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Lydia Hambour, 0395182705
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763640

Civil Aviation Safety Authority Australia

Closing Date:Sunday 19 October 2025

Air Navigation, Transformation and Risk
Safety, Risk and Intel

Job Title	Aviation Risk Advisor - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Adelaide SA, Perth WA, Brisbane QLD, Cairns QLD, Darwin NT
Salary	$117,297 - $151,996
Future Merit Locations	Melbourne, Sydney, Canberra, Adelaide, Perth, Brisbane, Cairns, Darwin
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	
Position Number	2487
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About The Role

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Duties

Our Ideal Candidate

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- Knowledge and experience in risk management including various risk management methodologies.
- Ability to work under independently under direct guidance from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
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- Developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A proven ability to seek out diverse perspectives to identify opportunities and improvements.
- In-depth understanding of the aviation industry, civil aviation legislation, and relevant national and international aviation standards.

Eligibility

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- Undertake and pass a pre-employment alcohol and drug test as part of CASA’s Alcohol and Other Drugs Directive and Procedure.

Notes

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To Apply

Position Contact	Lydia Hambour, 03 95182705
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763563

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

Closing Date:Thursday 09 October 2025

Territories
Norfolk Island & Mainland Territories NI Projects (Admin)

Job Title	APS6 - Senior Administration officer, Office of the Administrator Norfolk Island
Job Type	Full-Time;Part-Time, Ongoing
Location	Norfolk Island NSW
Salary	$95,501 - $114,201
Future Merit Locations	Norfolk Island
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	APS Level 6
Position Number	47024
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Office of the Administrator is a small, energetic, dedicated team that deliver effective governance and management arrangements in support of the official duties of the Administrator of Norfolk Island. This includes community and statutory responsibilities. The Office ensures efficient and effective stewardship of Government House in accordance with heritage requirements and maintenance programs.

You will be part of a small and dynamic team which provides high quality executive support to the Administrator. You can expect to undertake procedural, clerical, administrative, educational, and operational tasks with limited supervision. You will provide high level advice on legislation frameworks, government decision-making and be responsible for the effective administration of the Norfolk Island Volunteer Awards. You will support the Administrator's Office to reinforce the Australian Government's shared values with the Norfolk Island community.

You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. You will provide professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development. You will lead a team and be accountable to set work priorities and management workflows. You are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by your team. You will exercise the associated people and financial responsibilities to achieve work unit outcomes.

Duties

What will you do ?

To be successful in the role, you will need to:

- Planning and managing the maintenance and program of the Administrator and their official household and official residence, Government House Norfolk Island, including the procurement of services and monitoring of existing arrangements
- Enhance and contemporize the impact of the Administrators role in modern Norfolk Island
- Operate under broad direction with independence to think critically, analyse and solve very complex or sensitive problems and make decisions that are based on professional judgement, evaluating evidence and risks in the context of a complex and changing environment
- Develop and support productive working relationships with a range of internal and external stakeholders to respond to needs, manage expectations, develop solutions and solve problems.
- Provide advice to, and liaise with, Australian Government agencies and officials on Norfolk Island related matters.
- The role requires the successful candidate to hold and maintain a driver licence as travel between the office and third-party workplaces is required, and PPE will be provided for use while onsite.

Who are we looking for?

As the Senior Administration Officer, you will have a proven track record in a supervisory role, supporting Senior Government Officials. You will demonstrate the personal qualities and interpersonal skills necessary to perform in a remote location on Norfolk Island. Outstanding knowledge of Australian Government processes and administrative procedures is essential. The successful candidate will have the ability to perform the duties of the position in accordance with APS values, APS Employment Principles and Code of Conduct, details of which can be found on the APSC website.

The successful candidate will demonstrate a commitment to service, working professionally, objectively, innovatively, and efficiently to achieve the best results for the Norfolk Island community.

You will also demonstrate the following:

- Exceptional understanding and passion for the Norfolk Island community with a commitment to excellence in public service;
- Experience in educating and informing the Norfolk Island community of the role of the Administrator
- Demonstrated excellence in effective governance and management that underpins transparent and accountable engagement with the Norfolk Island community;
- Exceptional stakeholder engagement skills including the ability to collaborate in a high-pressure environment and build and maintain productive working partnerships and negotiate respectfully and effectively with a broad range of stakeholders;
- Excellent written communication skills, including attention to detail and ability to produce high-quality briefs and papers; and
- Demonstrated strong collaborative and team focused attitude, with a proven ability to contribute to a positive, inclusive and supportive team culture that celebrates and acknowledges team and community achievements.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department’s preferred medical provider.

- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance chec**k: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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

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

To Apply

Position Contact	Annie Pike, +672355356
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763633

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

Closing Date:Thursday 16 October 2025

Territories
Norfolk Island & Mainland Territories NI Projects (Admin)

Job Title	APS4 - Administration and Finance Officer, Norfolk Island & Mainland Territories
Job Type	Full-Time, Ongoing
Location	Norfolk Island NSW
Salary	$77,294 - $83,994
Future Merit Locations	Norfolk Island
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	APS Level 4
Position Number	47023
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

This is a fantastic opportunity to lead a small team that makes a genuine and enduring contribution to the Norfolk Island community

The Norfolk Island and Mainland Territories Branch is responsible for the social and economic well-being of approximately 2000 people who live on Norfolk Island. This includes the responsible management of Australian Government assets and ensuring residents have access to services

comparable to those in regional communities on mainland Australia and other external Australian territories.

The Branch is looking for a motivated, reliable and experienced person to work on Norfolk Island as Administration and Finance Officer to support the Community Assets team oversee maintenance and capital work for:

- Norfolk Island Central School;
- Norfolk Island Police Station;
- Kingston and Cascade Piers;
- Norfolk Island Health and Residential Aged Care Service (NIHRACS); and the
- Selwyn, Cascade, and Nepean Reserves.

To be successful in the role, you will need

- Assist in the preparation and management of contracts for the maintenance of Australian Government assets on Norfolk Island.
- Maintain productive working relationships with a range of internal and external stakeholders to respond to needs, manage expectations, develop solutions and solve problems.
- Have a sound understanding of workplace health and safety legislation and its application to the building and construction industry
- Use systems to provide high quality and timely reports on the progress of projects

Duties

What will you do?

To be successful in the role, you will need to:

- Under general supervision from the Director or Assistant Director undertake various administrative and finance tasks relating to the procurement of service delivery contracts and capital investment projects
- Assist in the engagement and management of external contractors and specialist advisers to ensure successful project delivery
- Assist in the provision of financial reporting to the Territories Division
- Review contract documentation and assist in contract negotiations and final contract execution
- Conduct procurements using Department templates and/or Commonwealth templates – preparation of documents such as the procurement plan, evaluation plan, request for tender and evaluation report, conduct of market research, liaison with suppliers, evaluate responses, prepare and execute contract documents

- Perform contract management responsibilities – payment/processing of invoices, assessment and management of variations, monitoring of milestones, review and approval of deliverables and reporting
- Assist with the management of assets and property including sourcing suppliers, managing budgets and record keeping
- Foster relationships with a range of internal and external stakeholders;

Who are we looking for?

As a Finance and Administration Officer you will be self-motivated and able to meet deadlines. You will work closely with the Assistant Director and Director within a small team based on Norfolk Island. You will demonstrate the personal qualities and interpersonal skills necessary to perform in a remote location on Norfolk Island. Knowledge of Australian Government procurement processes and administrative procedures is desirable.

The successful candidate will have the ability to perform the duties of the position in accordance with APS values, APS Employment Principles and Code of Conduct, details of which can be found on the APSC website.

The successful candidate will demonstrate a sound understanding of the importance of providing on-Island representation for the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts and the ability to build productive and collaborative working relationships with internal and external stakeholders and the community.

You will also demonstrate, or have the potential to develop, the following:

- Effective stakeholder engagement skills including the ability to collaborate in a high-pressure environment and build and maintain productive working partnerships
- Effective project and financial administrative skills with sound decision making and judgement
- Flexibility with the ability to adapt to change including managing competing and changing priorities, demonstrating resilience and dealing with ambiguity without losing focus on delivery
- Effective project and contract management experience in the successful delivery of capital projects
- Proven communication skills, both written and verbal, liaison and interpersonal skills, to clearly articulate messages across a broad range of stakeholders
- The ability to manage your workload and work independently, applying initiative and judgement in the application of project procedures

- Proven knowledge and experience of Australian Government procurement processes including the Commonwealth Procurement Rules
- Strong knowledge and understanding of the sensitivities of the unique Norfolk Island culture and community

Eligibility

Eligibility requirements

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

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

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts

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

To Apply

Position Contact	Charles Brister, +6723 23315
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763312

High Speed Rail Authority

Closing Date:Sunday 12 October 2025

Corporate Services
People & Performance Talent Acquisition

Job Title	Recruitment Partner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Newcastle NSW
Salary	$95,501 - $107,040
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	121687
Agency Website	

Job Description

meera.panicker@hsra.gov.au

Join the High Speed Rail Authority (HSRA) as an APS6 **Recruitment Partner** and play a pivotal role in shaping a future-ready workforce. This is an opportunity to contribute to one of Australia's most transformative infrastructure projects by delivering high-quality, compliant recruitment services in a dynamic purpose driven environment.

About the Role

Deliver strategic, end-to-end recruitment services that support HSRA's workforce growth and operational excellence

- Lead end-to-end recruitment processes across High Speed Rail Authority
- Provide expert advise on role design, selection criteria and recruitment strategy
- Ensure compliance with APS Merit Principles and employment legislations
- Collaborate with hiring managers to deliver timely, high-quality recruitment outcomes
- Drive process improvements and enhance candidate experience across campaigns

Duties

Your Impact

Shape the future of HSRA by attracting and selecting talent that drives innovation, integrity, and national infrastructure delivery.

- Shape the capability and culture of HSRA’s workforce
- Deliver transparent, equitable and efficient recruitment aligned with strategic priorities
- Strengthen stakeholder confidence through consistent, high-standard recruitment practices
- Contribute to HSRA’s mission by attracting talent that supports long term infrastructure delivery

About You

A trusted Recruitment Partner with APS expertise, strong judgement, and a passion for building high-performing teams.

- Experienced APS recruitment professional with strong knowledge of public sector framework
- Skilled in drafting selection documentation and advising on merit-based selection
- Confident communicator with excellent stakeholder engagement and writing skills
- Proactive, organised and solution focused with sound judgement and attention to detail
- Committed to continuous improvement and delivering strategic recruitment outcomes

Eligibility

Position eligibility

In addition to the above key capabilities, to be eligible for this position you must:

- Must be an Australian citizen
- Baseline Security Clearance preferred
- Satisfy a National Coordinated Criminal History Check

Notes

Why Join Us

At the High-Speed Rail Authority, you’ll help shape the systems that support Australia’s proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Flexibility, growth, and meaningful work

Commitment to learning and development

- Support for relevant learning, training and study assistance for staff’s professional development
- Flexibility, growth, and meaningful work.

Competitive salary and superannuation

- $95,501 - $107,040 plus 15.4% superannuation

Generous working conditions and leave

- Flexible working arrangements available
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Flex time arrangements

Focus on employee health and wellbeing

- Free annual flu vaccinations

- Fitness passport
- EAP services

To Apply

Application Tasks (Mandatory Requirement)

As part of your application for the APS6 Recruitment Partner role, please respond to the following 2 tasks. Response should be no more than 400 words and submitted as part of your application.

Task 1 – Upholding APS Merit and Compliance Standards

Describe how you ensure recruitment processes are compliant with APS employment legislation and uphold the principles of merit-based selection

Task 2 – Strategic Sourcing in Skills-Short Market

Outline the sourcing strategies you would implement to attract high-quality candidates in a competitive labour market with known skills shortage explaining how would you tailor your approach to meet the workforce needs of a newly established Commonwealth agency with evolving capability requirements.

Submit your Resume, Cover Letter and Response to Task by **11:59 pm (AEDT) Sunday, 12th October 2025**.

Any questions about the role should be directed to **Meera Panicker** via email on **meera.panicker@hsra.gov.au**.

Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

Click here HSRA Privacy Statement

About the High Speed Rail Authority

About Us The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing a national high speed rail network. Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration. Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney. As the proposed network expands, further regions and communities would be connected by high speed rail. A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

To Apply

Position Contact	Meera Panicker, 0451503205
Agency Recruitment Site	meera.panicker@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763488

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 13 October 2025

IT IT

Job Title	Salesforce Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$84,229 - $91,808
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	APS Level 5
Position Number	32205
Agency Website	

Job Description

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

As a Salesforce Developer, you will be part of the team responsible for the ongoing development and enhancement of our Salesforce platform, supporting both business-as-usual operations and development of new projects. You will provide technical support through our helpdesk ticketing system, ensuring timely resolution of issues and maintaining a high standard of service. A key part of your role will involve maintaining and constructing development pipelines, as well as contributing to the design and implementation of automated testing infrastructure to support quality assurance.

You will also be expected to produce clear and comprehensive technical documentation for the systems you develop and actively participate in the technical planning of new features and projects. The role requires strong task management skills within a shared DevOps environment, and familiarity with tools such as Git, Salesforce CLI, and Azure for repository and release management.

A solid understanding of relational databases and secure system design is essential. You should be proficient in Salesforce technologies including Apex, Lightning Web Components, Flows, and general administrative configuration. This is a hands-on technical role suited to someone who enjoys solving complex problems and contributing to a collaborative IT team.

Duties

Under the direction of the Senior Salesforce Developer the Salesforce Developer will be required to:

• Develop and maintain MoAD's Salesforce platform across Business-As-Usual (BAU) and new projects.

• Provide technical support for Salesforce through a ticketing/helpdesk system.

• Contribute to maintenance and construction data pipelines to support system operations.

• Design and implement automated testing infrastructure for technical validation.

• Create and maintain technical documentation for developed systems and features.

• Contribute to technical planning and architecture of projects and new functionalities.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is an ongoing opportunity.

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.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Liam Dovey, 02 6270 8204
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763490

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 20 October 2025

Curatorial and Interpretation Research, Collections and Curatorial

Job Title	Assistant Curator - Affirmative Measures
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	$84,229 - $91,808
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	APS Level 5
Position Number	Several
Agency Website	

Job Description

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

Old Parliament House is a heritage building located on a site of great historical significance for all Australians. To mark its centenary in 2027, MoAD is developing a suite of innovative programs including an important exhibition about First Nations Peoples' experience of democracy. This

exhibition will support the sharing of First Nations histories and stories through their diverse voices.

Working in a small but dedicated team of curatorial staff under the guidance of the Senior Curator, Centenary Projects, and with the support of a First Nations Advisory Committee, the Assistant Curator will play a pivotal role in the development and delivery of this timely exhibition. You will be a skilled researcher who knows how to tell inspired stories which cross between politics, social history, cultural heritage, and the arts. The curatorial team are highly consultative and community-orientated so the Assistant Curator will enjoy working collaboratively with a wide range of people from all walks of life. You will have an aptitude for exhibitions and curatorship and appreciate the powerful way exhibitions can tell stories about the diverse experience of citizenship and democracy in Australia.

MoAD understands that First Nations candidates may have unique cultural and kinship responsibilities, therefore we provide a flexible working environment. This position may be held on a part-time or full-time basis and arrangements for working from home and/or remotely are possible.

Duties

Working with the Senior Curator, the APS 5 Assistant Curator will:

• Develop and deliver exhibition and interpretive content for onsite and online visitors.

• Carry out focused research using MoAD’s collection, materials from other institutions, and input from stakeholders, including the public.

• Assess the provenance, cultural context and significance of objects that might be featured in MoAD exhibitions or added to the collection.

• Work collaboratively with internal teams and external contacts and professionally represent MoAD.

• Represent MoAD at a range of public forums and in the print, radio, television and online media.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- be Aboriginal and/or Torres Strait Islander and provide evidence of Aboriginal or Torres Strait Islander status.
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

These are non-ongoing Specified Task opportunities until the end of the centenary program in late 2027.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Lara Nicholls, 02 6270 8146
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763495

Museum of Australian Democracy - Old Parliament House

Closing Date:Wednesday 15 October 2025

Finance and HR Finance

Job Title	Budget Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$84,229 - $91,808
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	APS Level 5
Position Number	35111
Agency Website	

Job Description

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

The Finance team is committed to providing excellent client focused services to MoAD staff and is responsible for the financial management of MoAD, including:

• Financial operations such as accounts payable and receivable, treasury and cash management.

• Internal budgeting for both operational and capital budgets and providing financial advice to internal stakeholders.

• Asset management across a long-term lifecycle.

• Provision of high-quality financial reporting for internal and external stakeholders.

• Financial statement preparation and related month and year-end processes.

• Maintaining MoAD’s internal financial control environment and related administrative procedures.

• Financial Policy including financial delegations and Accountable Authority Instructions (AAI’s).

• External Budget management including maintaining MoAD’s entries into the Government’s Central Budget Management System (CBMS).

The Budget Officer is an integral part of the Finance Team and focuses primarily on internal budgeting and project accounting. The Budget Officer will work closely with the Finance Manager and the CFO to ensure MoAD's budgets are appropriately prepared and monitored, and that the reporting to stakeholders is comprehensive and fit for purpose by contributing tailored variance commentary.

Duties

Under limited supervision, the Budget Officer will be required to:

• Assist with the development of the annual internal operating budget and perform the mid-year budget review, including staffing, supplier, revenue and operational projects.

• Maintain the long-term capital project budgets.

• Meet with business areas and project managers to discuss their performance against budgets.

• Update MoAD's financial forecast throughout the year to inform the CFO of expected results.

• Perform financial analysis to inform variance commentary for reporting to the executive, Audit, Risk and Finance Committee and the Board.

• Provide financial advice and ad-hoc financial analysis to business areas and project managers.

• Other finance functions as advised.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement); and

• be willing to provide identity documents and undergo an identity pre-employment check

Notes

This is an ongoing opportunity.

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.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Peter Gilmore, 02 6270 8126
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763497

Museum of Australian Democracy - Old Parliament House

Closing Date:Tuesday 14 October 2025

Finance and HR Finance

Job Title	Finance Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$115,443 - $125,832
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	Executive Level 1
Position Number	35100
Agency Website	

Job Description

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

The Finance team is committed to providing excellent client focused services to MoAD staff and is responsible for the financial management of MoAD, including:

• Financial operations such as accounts payable and receivable, treasury and cash management.

• Internal budgeting for both operational and capital budgets and providing financial advice to internal stakeholders.

• Asset management across a long-term lifecycle.

• Provision of high-quality financial reporting for internal and external stakeholders.

• Financial statement preparation and related month and year-end processes.

• Maintaining MoAD’s internal financial control environment and related administrative procedures.

• Financial Policy including financial delegations and Accountable Authority Instructions (AAI’s).

• External Budget management including maintaining MoAD’s entries into the Government’s Central Budget Management System (CBMS).

The Finance Manager leads a small team responsible for MoAD's BAU financial operations, financial accounting, and budget and financial reporting. The Finance Manager reports to the CFO, and supervises the Senior Finance Officer (who has two direct reports), and also the Budget Officer, to ensure outcomes are delivered to a high quality within required timeframes.

Duties

Under the direction of the CFO, the Finance Manager will:

• Support MoAD's financial operations and financial accounting, including through endorsing monthly and annual reports and reconciliations.

• Deliver high quality and timely monthly, quarterly and annual financial reports for internal and external stakeholders. As part of this, lead annual financial statements preparations as key contact with the ANAO during audit planning, and interim and final audit phases.

• Authorise MoAD's external reporting requirements in CBMS including monthly and annual actuals and estimates. Support the CFO in the external annual Budget reporting cycle performance and compliance.

• Supervise and lead the team, including reviewing and approving their work, providing clear instruction and guidance, and providing timely feedback through performance development, mentoring and professional development support.

• Coordinate and ensure compliance with financial law as reflected in financial policies,

procedures and work instructions.

• Coordinate and assure regular reporting requirements such as senate estimates briefings, responses to Questions on Notice, and surveys from other Government agencies.

• Engage with, and provide high quality service and support, to internal and external stakeholders.

• Lead process and system improvements under the guidance of the CFO.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement); and

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is an ongoing opportunity.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Peter Gilmore, 02 6270 8126
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763505

National Archives of Australia

Closing Date:Monday 13 October 2025

Collection Management Preservation

Job Title	Manager, Preservation and Photographic Digitisation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$96,344 - $106,899
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our Sydney office.
Classification	APS Level 6
Position Number	32258
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

We are seeking a manager for the Preservation & Photographic Digitisation teams based in Sydney. You will be managing staff, projects and service work relating to the preservation of paper and photographic archival records including treatment, preservation digitsation and preventive conservation. The role is until the 30th of June 2026.

Duties

The Collection Management Branch is responsible for setting information management requirements for Australian Government agencies, and selecting, managing and preserving the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and plans and implements projects relating to the care, management and accessibility of archival records.

The Preservation section is responsible for the preservation and long-term accessibility of the most significant records of the Commonwealth in both physical and digital form. We carry out daily activities and make long term decisions to ensure that the collection will be available years from now regardless of technology.

Under limited direction the main duties of the role are to:

- Manage the Preservation & Photographic Digitisation sub-section and its resources in accordance with the National Archives' strategic directions, legislative framework and other policies.
- Supervise and develop staff; build team capacity through coaching, performance feedback; and encouraging career development.

- Implement work plans for the section/subsection including setting tasks and priorities, managing workflow and allocating resources; manage preservation and digitisation project and service work.
- Coordinate, administer and undertake conservation research and treatments, and support specialist staff to do so.
- Keep up to date with developments in conservation and photographic digitisation, and associated technologies and procedures.
- Develop and maintain effective, professional relationships with relevant internal and external stakeholders relating to the storage, display, digitisation and preservation of archival records.
- Identify innovative solutions to resolve or mitigate problems and contribute to and participate in the National Archives' chang e agenda.
- Promote and apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025–2030: Evolving National Archives* and *Our Values*.

Qualifications or experience in the following areas would be desirable: Cultural Materials Conservation, Museum Studies, Photographic Imaging.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Kirsty Johnson, 02 9782 5352
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763216

Office of the eSafety Commissioner

Closing Date:Wednesday 15 October 2025

Corporate and Strategy Group
Strategy, Engagement and Research Research and Evaluation

Job Title	Research Assistant and Research Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	$85,883 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 5;APS Level 6
Position Number	2822-2025-2
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia's online safety landscape.

About the team

Sitting within the Corporate and Strategy Group, the **Strategy, Engagement and Research Branch** is focused on:

- national and international online safety regulations, policies and initiatives
- engaging with industry, international stakeholders and thought leaders
- achieving demonstrable change with Safety by Design by encouraging industry to take a proactive approach to anticipating, detecting and mitigating online risks
- understanding the nature and impact of online harms
- building the evidence-base for what works to prevent and remediate online harms.

The **Research and Evaluation team** comprises a section manager, research assistants/research officers/senior research officers, and evaluation/senior evaluation officers. Our work focuses on supporting, encouraging, conducting and evaluating research about online safety for Australians.

We do this so:

- our programs, policies and regulatory functions are evidence-informed
- robust, person-centred evidence on the prevalence and impact of online harms is available to stakeholders
- the evidence base on what works to prevent and remediate online harms continues to grow.

We work in a highly collaborative way to enrich our research and evaluation design and products, drawing on the strengths of different individuals within the team. You can learn more about our work on the eSafety website.

The **Research Assistant and Research Officer** will have the opportunity to work on a range of research projects, engaging with diverse stakeholders and supporting high quality, engaging research publications.

Duties

Research Assistant - APS 5

- Assisting with the development and implementation of eSafety's research activities under supervision.
- Assisting with research tasks, including design, fieldwork, analysis, dissemination and translation of findings.
- Contributing to the drafting of high quality and engaging research publications, including peer review papers.
- Assisting in the management of external research consultancies.
- Assisting in literature reviews/desk research and writing high-quality summaries of evidence.
- Preparing and delivering research presentations.
- Assisting with the preparation of a range of research briefings for eSafety staff and external stakeholders.
- Preparing materials and coordinating agendas and minutes for internal and external engagements.

Mandatory qualifications and experience:

- An undergraduate degree (or higher) in social science, criminology, or a related discipline.
- At least 1 year of professional experience in an applied research role, where your responsibilities included supporting the design of methodologies, implementation of fieldwork, and/or analysis and dissemination of findings.

Research Officer - APS 6

- Supporting the development and implementation of eSafety's research activities.
- Conducting research, including design, fieldwork, analysis, dissemination and translation of findings.
- Writing high quality and engaging research publications, including peer review papers.
- Managing external research consultancies.
- Conducting literature reviews/desk research and writing high-quality summaries of evidence.
- Preparing and delivering research presentations for internal purposes and conferences.
- Preparing a range of research briefings for eSafety staff and external stakeholders.
- Preparing materials and coordinating agendas and minutes for internal and external engagements.

Mandatory qualifications and experience:

- An undergraduate degree (or higher) in social science, criminology, or a related discipline.
- 3+ years of professional experience in an applied research role, where your core responsibilities included contributing to the design of methodologies, implementation of fieldwork, and/or analysis and dissemination of findings.
- Demonstrated ability to conduct quantitative analyses using SPSS and/or Q, or other statistical software (please specify relevant software in your cover letter).

Click ‘Apply now’ to visit our careers page and access the **Research Assistant and Research Officer** Candidate Pack for full details.

Eligibility

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

The successful applicant 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.

The successful applicant must be able to obtain and maintain a **Working with Children Check** (or equivalent).

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

At eSafety, you’ll be part of a passionate team under the leadership of an independent Commissioner who is supported by the Australian Communications and Media Authority (ACMA). Our eSafety staff are ACMA employees who are subject to the terms and conditions of employment in the ACMA's Enterprise Agreement 2024-2027.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles.

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

About the Office of the eSafety Commissioner

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

To Apply

Position Contact	Savannah Minihan, 02 7254 8516
Agency Recruitment Site	https://www.acma.gov.au/careers

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

Prime Minister and Cabinet

Vacancy VN-0763628

Aboriginal Hostels Limited

Closing Date:Thursday 16 October 2025

Frontline Services
Adelaide NT

Job Title	Casual Hostel Workers - Night Attendants, Cooks/Kitchenhands and Housekeepers
Job Type	Casual, Non-Ongoing
Location	Adelaide SA
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0763628
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Casual Hostel Workers to join our team as Night Attendants, Cooks/Kitchenhands and Housekeepers, and help create a safe, clean, and welcoming environment at our South Australian Hostels located in Adelaide.

As a Casual Hostel Worker with AHL, you will receive a competitive base rate with 25% Casual loading plus 15.4% superannuation. Generous shift penalties also apply for work after hours, weekends and public holidays.

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

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

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

Duties

Multiple casual roles are available, including:

Cooks & Kitchenhands

- Prepare and serving meals for residents.
- Prepare and cleaning dining areas for residents
- Manage stock – including receiving, rotating, and monitoring food and kitchen supplies.
- Maintain a clean, safe and hygienic kitchen environment.

Night Attendants

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

Housekeepers

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

The Ideal Candidate

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

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

For Night Attendants: You must be available to work night shifts and be capable of managing emergency situations when they arise.

Eligibility

Prior to engagement, you are required to:

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

Notes

Your Benefits

- **Competitive Pay & Benefits:** $59,520 – $64,877 per annum, with 25% Casual loading plus 15.4% superannuation and generous leave entitlements.
- **Career Growth:** Opportunities for career progression within the organisation.
- **Supportive Team Environment:** Be part of a friendly and inclusive team where your contribution is truly valued.
- **Employee Assistance Program**: Access to confidential, professional counselling services for employees, their partners, and dependants.

How to Apply

Complete the **Application Form** available on our website.

Email your **current resume** and **completed application form** to Work with us | Aboriginal Hostels Limited by 11:59 PM AEST, **Thursday 16 October 2025**.

Include your name and the job reference **(VN-0763628)** in the subject line of your email.

For any questions about the role, please contact Marni Lowe on 0408 069 570 or at jobs@ahl.gov.au.

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Marni Lowe, 0408 069 570
Agency Recruitment Site	https://www.ahl.gov.au/work

Prime Minister and Cabinet

Vacancy VN-0763243

Department of the Prime Minister and Cabinet

Closing Date:Sunday 12 October 2025

Digital, Security and Workplace Operations
Enterprise Technology and Security Security Operations

Job Title	Security Advisers, Security Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$80,505 - $95,028
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office location where the role is based
Classification	APS Level 4;APS Level 5
Position Number	PMC/2025/114
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

The Security Operations Team provides a business enabling function supporting the Department of the Prime Minister and Cabinet (PM&C) to manage protective security.

The team ensures the department, the Prime Minister's Office, our portfolio ministers and shared services agencies objectives can be achieved without loss, harm, disruption or damage to our people, information, assets and reputation. This includes the management of personnel and physical security, COMSO services, the department's Insider Threat Program and security project management.

What you will do

The Security Advisor plays an essential role in the management and administration of personnel security services to PM&C.

Security Advisors deliver administrative duties including but not limited to, coordinating and managing security clearance processes, data management in relation to electronic access controls and undertaking security activities within Protective Security Policy Framework (PSPF) requirements.

The role requires face to face interactions with internal and external stakeholders at all levels, and as such requires a strong customer service ethic, a high level of communication skills with discretion and empathy.

Under the direction of the APS 6 Team Leader, you will:

- Liaise with internal and external stakeholders, including vetting agencies and government departments, to facilitate and monitor clearance applications and maintain accurate records
- Provide advice and guidance on security clearance requirements, ensuring compliance with relevant PSPF and department security policies
- Deliver high quality administrative and office support, including inbox management, criminal history checks, client service in the Security Office and preparation of security clearance documentation for approval
- Assist with regular protective security reporting and reviews and broader security team projects.

The successful candidates will play a key role in overseeing the day-to-day security operations, whilst also establishing and maintaining effective protective security practices in the department and our portfolio agencies. This role has people and stakeholder management responsibilities that will require you to maintain strong stakeholder relationship networks.

Duties

What you will bring

We are looking for applicants with experience in implementing security best practice, thinking critically and effectively communicating with a broad audience.

Our ideal candidate will perform at the APS 4 and APS 5 level in accordance with the PM&C Performance model and be able to effectively:

- Coordinate and support the security clearance process across PM&C and our portfolio agencies
- Deliver high quality administrative and office support, and client service at the Security office
- Liaise and collaborate with a wide range of internal and external stakeholders
- Prepare and provide advice to stakeholders at all levels on a range of Personnel Security matters
- Knowledge of and ability to interpret and implement Protective Security arrangements based on guidance from the PSPF
- Review and develop the department security policies as required
- Lead the implementation of approved security controls and procedures
- Perform other ad-hoc duties as directed by senior management.

Certificate IV in Government (Security Vetting or Personnel Security) qualifications, experience and/or demonstrated experience in training and assessment will be highly regarded but not essential

The APS 4 and 5 role may be required to perform an out of hours on-call function.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

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

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Leonie Cunningham, (02) 6271 5351
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0763425

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 15 October 2025

Ministerial Support Division
Ministerial and Parliamentary Support Branch High Office Support Team

Job Title	Heritage and Collections Officer, High Office Support Team
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$98,314 - $110,483
Future Merit Locations	Barton
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2025/115
Agency Website	

Job Description

https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

Who we are

The Heritage, History and Collections section sits within the High Office Support Team (HOST) in PM&C. The section is responsible for preserving and transmitting the tangible and intangible heritage values of the Prime Minister's Official Residences—The Lodge and Kirribilli House—for the Australian public and other relevant stakeholders. We embrace innovation and aim to make a difference through our work.

Our parent team, HOST, is a small section that looks after the Official Residences and supports former Governors-General and relevant Ministerial Offices. Our team's greatness stems from our unwavering commitment to achieving best practice outcomes. We thrive on the variety of work areas and skillsets within the team to support each other's growth and to continually push boundaries for the best results.

What you will do

As a Heritage and Collections Officer at the APS6 Level, you will be responsible for providing accurate and technically robust work across policy and project implementation areas under limited supervision and, on occasion, under time-pressure. You will:

- Draft and deliver best practice internal policies and procedures across both the heritage and collections spaces
- Manage projects in heritage management, collection management and conservation for both Official Residences to completion
- Provide timely heritage advice on potential site works at both Official Residences
- Assist with the delivery and implementation of legislative documents under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act)
- Care for, catalogue and provide ongoing research on the Official Residences Collection.

Duties

Our ideal candidate will have:

- Qualifications and/or demonstrated experience in the heritage and collections sector
- Strong analytical and written communication skills
- The judgement to manage competing priorities with limited supervision
- A demonstrated ability to solve problems with intellectual rigour, efficacy and pragmatism.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Identified Position

This vacancy is Identified, meaning eligible candidates must address in their application their level of cultural competency and their ability to communicate sensitively and effectivity in relation to Aboriginal and/or Torres Strait Islander peoples, communities and colleagues during the recruitment process. Candidates are strongly encouraged to address this in their initial written application.

Specifically, 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, and
- willingness and commitment to continue to develop cultural competency.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

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

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Georgia McWhinney, 0497 157 955
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762996

National Indigenous Australians Agency

Closing Date:Tuesday 31 March 2026

Various
Various Various

Job Title	NIAA Temporary Employment Register - October 2025 - March 2026
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Woden ACT, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	$66,271 - $175,016
Future Merit Locations	Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - SA, Woden, Various locations - NT, Various locations - WA, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	NIAA/2025-2/TER
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=991CCB5B-4ECE-FE56-0618-E434F5F0DB5C

The NIAA Temporary Employment Register

The Temporary Employment Register is open to candidates interested in non-ongoing and casual opportunities across a range of classifications, from APS Level 2 to Executive Level 2. It enables us to quickly engage skilled professionals to meet short-term business needs across our agency and locations throughout Australia.

Non-ongoing opportunities are available for an initial period of up to 12 months, with the possibility of extension up to a maximum of 18 months, depending on business requirements.

Who We Are

The National Indigenous Australians Agency (NIAA) leads and coordinates the Australian Government's efforts to support the self-determination and aspirations of Aboriginal and Torres Strait Islander peoples. We work in genuine partnership with communities to ensure the needs and aspirations of Aboriginal and Torres Strait Islander peoples are met through government policies, programs, and services.

With over 1500 staff across remote, regional, and urban locations, we influence policy and deliver programs that improve outcomes in areas such as employment, housing, education, health, justice, and food security. Our work is guided by our vision: *Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered*.

We have a strong national footprint, operating in 37 locations and 14 communities across Australia. This enables us to respond effectively and meaningfully based on place and need, ensuring our work is grounded in local context and community priorities.

What We Do

Our work is shaped by the priorities outlined in the NIAA Corporate Plan 2025–29, including:

- **Closing the Gap**: Leading and coordinating national efforts under the National Agreement.
- **Empowering Communities**: Supporting local decision-making and partnerships.
- **Targeted Investment**: Delivering programs through the Indigenous Advancement Strategy.
- **Economic Development**: Supporting Indigenous businesses and employment initiatives.
- **Food Security**: Implementing the National Strategy for Food Security in remote communities.

- **Housing**: Investing in remote housing and infrastructure to reduce overcrowding.
- **Stewardship and Employment**: Expanding the Indigenous Rangers Program.

Duties

We offer temporary roles across a wide range of functions, including:

- Accounting & Finance
- Administration
- Communications & Marketing
- Compliance & Regulation
- Executive Support
- Human Resources
- Information & Communication Technology
- Information & Knowledge Management
- Legal & Parliamentary
- Monitoring & Audit
- Project & Program Management
- Policy Development
- Research
- Service Delivery.

Our Ideal Candidates

We’re seeking individuals who are passionate about contributing to meaningful outcomes for Aboriginal and Torres Strait Islander peoples and bring a diverse range of skills, capabilities and attributes, including:

- Cultural capability, including an understanding of issues affecting Aboriginal and Torres Strait Islander peoples and a commitment to reconciliation
- Community engagement skills, with the ability to build respectful relationships and work in genuine partnership with stakeholders
- Policy and program awareness, particularly in areas impacting First Nations communities such as health, education, housing, employment, justice, and economic development
- Strong communication skills, both oral and written, with the ability to tailor messages for diverse audiences
- Analytical and problem-solving skills, with a focus on evidence-based decision-making and continuous improvement
- Adaptability and resilience, especially in dynamic and complex environments
- Initiative and accountability, with the ability to manage competing priorities and deliver outcomes
- Collaboration and teamwork, with respect for diversity and a commitment to inclusive practices
- Digital and data literacy, including the ability to use technology and data to inform and improve service delivery
- Integrity and professionalism, aligned with the values of the Australian Public Service and NIAA’s commitment to ethical conduct.

Our shared Values and Behaviours guide how we work and engage with partners and stakeholders. Learn more about them here.

We strongly encourage Aboriginal and Torres Strait Islander peoples, people with disability, and individuals from diverse backgrounds to apply.

What We Offer

- Access to flexible working arrangements to meet your personal and family circumstances
- Generous remuneration packages, including 15.4% superannuation contributions
- A supportive and inclusive workplace culture.
- Access to several staff-led diversity networks (including our Aboriginal and Torres Strait Islander Network, Disability Network and Pride Network)
- Opportunities to contribute to meaningful work on behalf of the Australian Government.

More information about our employment conditions is available in the NIAA Enterprise Agreement. Discover more about our agency and culture here.

Eligibility

To be eligible for employment with the NIAA, 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.

A Baseline Vetting or Negative Vetting Level 1 security clearance is required, depending on the role.

Notes

All positions at the NIAA are 'Identified' whereby roles are involved in issues relating to Aboriginal and Torres Strait Islander people.

The levels of contact with Aboriginal and Torres Strait Islander people, communities and service providers will vary from position to position but still require you to have the capacity and willingness to further develop your skills. At a minimum you will require capacity to demonstrate 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.

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	NIAA Corporate Support, (02) 6215 1000 (option 3)
Agency Recruitment Site	https://niaa.nga.net.au/?jati=991CCB5B-4ECE-FE56-0618-E434F5F0DB

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Prime Minister and Cabinet

Vacancy VN-0763009

National Indigenous Australians Agency

Closing Date:Tuesday 31 March 2026

Various
Various Various

Job Title	NIAA Section 26 (S26) Transfer Register - October 2025 - March 2026
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	$66,271 - $175,016
Future Merit Locations	Woden, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - SA, Various locations - NT, Various locations - WA, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	NIAA/2025-2/S26
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=EE5FE9CF-2B8C-4DBE-43F4-E434F770339F

The Section 26 (S26) Transfer Register

The National Indigenous Australians Agency (NIAA) invites ongoing (permanent) APS employees to express interest in employment opportunities via our Section 26 (S26) Transfer Register. This register is open to APS employees interested in temporary or permanent roles within the Agency.

The S26 Transfer Register enables the NIAA to access a diverse pool of APS talent to fill both ongoing and non-ongoing vacancies aligned with our strategic priorities. It offers candidates the chance to contribute to meaningful work in a fast-paced, dynamic environment focused on complex policy and program challenges.

By registering, candidates may be considered for:

- Temporary or permanent transfers at their current classification

- Temporary or permanent transfers at a lower classification
- Temporary transfers at their current classification with a Higher Duties arrangement.

Who We Are

The National Indigenous Australians Agency (NIAA) leads and coordinates the Australian Government's efforts to support the self-determination and aspirations of Aboriginal and Torres Strait Islander peoples. We work in genuine partnership with communities to ensure the needs and aspirations of Aboriginal and Torres Strait Islander peoples are met through government policies, programs, and services.

With over 1500 staff across remote, regional, and urban locations, we influence policy and deliver programs that improve outcomes in areas such as employment, housing, education, health, justice, and food security. *Our work is guided by our vision: Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered.*

We have a strong national footprint, operating in 37 locations and 14 communities across Australia. This enables us to respond effectively and meaningfully based on place and need, ensuring our work is grounded in local context and community priorities.

What We Do

Our work is shaped by the priorities outlined in the NIAA Corporate Plan 2025–29, including:

- **Closing the Gap**: Leading and coordinating national efforts under the National Agreement.
- **Empowering Communities**: Supporting local decision-making and partnerships.
- **Targeted Investment**: Delivering programs through the Indigenous Advancement Strategy.
- **Economic Development**: Supporting Indigenous businesses and employment initiatives.
- **Food Security**: Implementing the National Strategy for Food Security in remote communities.
- **Housing**: Investing in remote housing and infrastructure to reduce overcrowding.
- **Stewardship and Employment**: Expanding the Indigenous Rangers Program.

Duties

We offer temporary roles across a wide range of functions, including:

- Accounting & Finance
- Administration
- Communications & Marketing
- Compliance & Regulation
- Executive Support
- Human Resources
- Information & Communication Technology
- Information & Knowledge Management
- Legal & Parliamentary
- Monitoring & Audit
- Project & Program Management
- Policy Development
- Research
- Service Delivery.

Our Ideal Candidates

We’re seeking individuals who are passionate about contributing to meaningful outcomes for Aboriginal and Torres Strait Islander peoples and bring a diverse range of skills, capabilities and attributes, including:

- **Cultural capabilit**y, including an understanding of issues affecting Aboriginal and Torres Strait Islander peoples and a commitment to reconciliation
- **Community engagement skills**, with the ability to build respectful relationships and work in genuine partnership with stakeholders
- **Policy and program awareness**, particularly in areas impacting First Nations communities such as health, education, housing, employment, justice, and economic development
- **Strong communication skills**, both oral and written, with the ability to tailor messages for diverse audiences
- **Analytical and problem-solving skills**, with a focus on evidence-based decision-making and continuous improvement
- **Adaptability and resilience**, especially in dynamic and complex environments
- **Initiative and accountability**, with the ability to manage competing priorities and deliver outcomes
- **Collaboration and teamwork**, with respect for diversity and a commitment to inclusive practices
- **Digital and data literacy**, including the ability to use technology and data to inform and improve service delivery
- **Integrity and professionalism**, aligned with the values of the Australian Public Service and NIAA’s commitment to ethical conduct.

Our shared Values and Behaviours guide how we work and engage with partners and stakeholders. Learn more about them here.

We strongly encourage Aboriginal and Torres Strait Islander peoples, people with disability, and individuals from diverse backgrounds to apply.

What We Offer

- Access to flexible working arrangements to meet your personal and family circumstances.
- Generous remuneration packages, including 15.4% superannuation contributions.
- A supportive and inclusive workplace culture.
- Access to several staff-led diversity networks (including our Aboriginal and Torres Strait Islander Network, Disability Network and Pride Network).
- Opportunities to contribute to meaningful work on behalf of the Australian Government.

More information about our employment conditions is available in the NIAA Enterprise Agreement. Discover more about our agency and culture here.

Eligibility

To be eligible for employment with the NIAA, you must be an Australian Citizen.

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

A Baseline Vetting or Negative Vetting Level 1 security clearance is required, depending on the role.

Notes

- Positions may be full-time, part-time, or casual depending on business needs.
- You will only be contacted if an opportunity arises that matches your skills, experience, and preferences.
- For temporary section 26 transfers, approval is required from the losing agency.

All positions at the NIAA are 'Identified' whereby roles are involved in issues relating to Aboriginal and Torres Strait Islander people.

The levels of contact with Aboriginal and Torres Strait Islander people, communities and service providers will vary from position to position but still require you to have the capacity and willingness to further develop your skills. At a minimum you will require capacity to demonstrate 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.

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

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

About the National 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	NIAA Corporate Support, (02) 6215 1000 (option 3)
Agency Recruitment Site	https://niaa.nga.net.au/?jati=EE5FE9CF-2B8C-4DBE-43F4-E434F770339

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Prime Minister and Cabinet

Vacancy VN-0763401

National Indigenous Australians Agency

Closing Date:Sunday 12 October 2025

Coporate
People Recruitment, Entry level Programs and SES Unit

Job Title	Entry Level Programs Manager, People Branch - Affirmative Measure Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	$98,314 - $110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/145
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=2F7D68A1-ADCB-7239-CE08-E4370EC1C62D

The Opportunity

The National Indigenous Australians Agency (NIAA) is looking for a passionate and organised Aboriginal and/or Torres Strait Islander person to join our Entry Level Programs (ELP) team. This APS6 role supports the delivery of graduate, cadetship, and apprenticeship programs across the department. You'll work closely with internal teams and program participants to make sure things run smoothly and help create a culturally safe and inclusive experience for everyone involved. Success in this role looks like supporting people through their first year in the APS, helping them settle in, build confidence, and thrive. It means working behind the scenes to ensure every step of their journey is supported, from recruitment to graduation. If you're someone who builds strong relationships, thrives in a fast-paced environment, and is passionate about creating career pathways into the public service, this is your opportunity to make a real impact.

Why Join NIAA?

At NIAA, our vision is that Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered. We work in partnership with communities to support self-determination and deliver

programs that reflect the aspirations of First Nations peoples. As part of the ELP team, you'll support people as they begin their careers in the Australian Public Service. You'll be contributing to meaningful change by creating career opportunities, building capability, and strengthening representation across the public service. We value our people. They're at the heart of everything we do.

Duties

Key Responsibilities

In this role, you'll be a key part of the team that brings entry-level programs to life. You'll help ensure participants feel supported from day one, and that the programs run smoothly behind the scenes.

You'll:

- Coordinate recruitment and onboarding - making sure participants have a strong start and feel welcomed into the APS
- Track progress and provide pastoral care - checking in, supporting wellbeing, and helping participants stay on track
- Coordinate learning and development opportunities - including induction sessions, supervisor and mentor training, and other capability-building activities
- Create clear and engaging program materials - from briefing notes to newsletters and updates
- Build strong relationships across the agency and beyond - working with internal teams, external partners, and participants
- Champion culturally safe and inclusive practices - helping shape a workplace where everyone feels respected and supported

What We're Looking For

We're looking for someone who brings energy, empathy, and a commitment to making a difference.

You'll thrive in this role if you:

- Are highly organised and can manage competing priorities with confidence
- Communicate clearly and build trusting relationships with colleagues and stakeholders
- Are committed to supporting Aboriginal and Torres Strait Islander peoples in the workplace
- Have experience in HR, program coordination, or workforce development (this helps, but isn't essential)
- Understand the importance of cultural safety, inclusion, and respectful engagement

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the 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	Jordan Hodge, 0461 461 024
Agency Recruitment Site	https://niaa.nga.net.au/?jati=2F7D68A1-ADCB-7239-CE08-E4370EC1C6

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Prime Minister and Cabinet

Vacancy VN-0763557

National Indigenous Australians Agency

Closing Date:Wednesday 15 October 2025

Country, Culture & Connection
Various Various

Job Title	Various Roles (APS 4 & APS 5), Policy & Programs Portfolio
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - WA WA, Various locations - SA SA, Various locations - QLD QLD, Various locations - NT NT
Salary	$80,505 - $95,028
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 4;APS Level 5
Position Number	NIAA/2025/148
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=0733D33D-D391-1BD1-63AA-E43837967BA0

Who We Are

The National Indigenous Australians Agency (NIAA)leads and coordinates the Australian Government's efforts to support the self-determination and aspirations of Aboriginal and Torres Strait Islander peoples. We work in genuine partnership with communities to ensure the needs and aspirations of Aboriginal and Torres Strait Islander peoples are met through government policies, programs, and services.

With over 1500 staff across remote, regional, and urban locations, we influence policy and deliver programs that improve outcomes in areas such as employment, housing, education, health, justice, and food security. Our work is guided by our vision: Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered.

We have a strong national footprint, operating in 37 locations and 14 communities across Australia. This enables us to respond effectively and meaningfully based on place and need, ensuring our work is grounded in local context and community priorities.

The Opportunities

The NIAA is establishing a merit pool to fill APS Level 4 and APS Level 5 vacancies within its Policy and Programs Portfolio that arise within 18 months from the date of initial advertisement.

The Policy and Programs Portfolio leads, influences and invests in social, cultural and economic policies and programs that contribute to improving the wellbeing and economic aspirations of First Nations people. It also develops strategies to deliver on the Australian Government’s priorities for First Nations people.

The Policy and Programs Portfolio is comprised of four groups (divisions) including:

- Country, Culture & Connection
- Jobs & Economic Development
- Social Policy
- Strategy.

For more information about the role and responsibilities of each group, please refer to the Candidate Pack located at the bottom of this advertisement.

Our broader agency priorities and deliverables are outlined in the NIAA Corporate Plan 2025–29

We have office locations across Australia, and as part of your application, you'll have the opportunity to nominate your preferred locations.

Duties

We’re seeking individuals who are passionate about contributing to meaningful outcomes for Aboriginal and Torres Strait Islander peoples and bring a diverse range of skills, capabilities and attributes, including:

- **Cultural capability**, including an understanding of issues affecting Aboriginal and Torres Strait Islander peoples and a commitment to reconciliation
- **Policy and program awareness**, particularly in areas impacting First Nations communities such as health, education, housing, employment, justice, and economic development
- **Strong communication skills**, both oral and written, with the ability to tailor messages for diverse audiences

- **Analytical and problem-solving skills**, with a focus on evidence-based decision-making, continuous improvement, monitoring and evaluation
- **Adaptability and resilience**, especially in dynamic and complex environments
- **Initiative and accountability**, with the ability to manage competing priorities and deliver outcomes
- **Collaboration and teamwork**, with respect for diversity and a commitment to inclusive practices
- **Digital and data literacy**, including the ability to use technology and data to inform and improve service delivery
- **Coordination and secretariat skills**, including the ability to provide secretariat support for meetings, prepare agendas and minutes, coordinate follow-up actions, and manage stakeholder communications
- **Integrity and professionalism**, aligned with the values of the Australian Public Service and NIAA's commitment to ethical conduct.

Our shared Values and Behaviours guide how we work and engage with partners and stakeholders. Learn more about them here.

We strongly encourage Aboriginal and Torres Strait Islander peoples, people with disability, and individuals from diverse backgrounds to apply.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	NIAA Recruitment, N/A
Agency Recruitment Site	https://niaa.nga.net.au/?jati=0733D33D-D391-1BD1-63AA-E43837967BA

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Prime Minister and Cabinet

Vacancy VN-0763562

National Indigenous Australians Agency

Closing Date:Wednesday 15 October 2025

Closing the Gap, Connection & Culture
Various Various

Job Title	Various Roles (APS 6 & EL 1), Policy & Programs Portfolio
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - QLD QLD, Various locations - NT NT
Salary	$98,314 - $143,993
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6;Executive Level 1
Position Number	NIAA/2025/149
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=4847B0AD-1124-ADA5-613D-E438381D5D39

Who We Are

The National Indigenous Australians Agency (NIAA) leads and coordinates the Australian Government's efforts to support the self-determination and aspirations of Aboriginal and Torres Strait Islander peoples. We work in genuine partnership with communities to ensure the needs and aspirations of Aboriginal and Torres Strait Islander peoples are met through government policies, programs, and services.

With over 1500 staff across remote, regional, and urban locations, we influence policy and deliver programs that improve outcomes in areas such as employment, housing, education, health, justice, and food security. Our work is guided by our vision: Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered.

We have a strong national footprint, operating in 37 locations and 14 communities across Australia. This enables us to respond effectively and meaningfully based on place and need, ensuring our work is grounded in local context and community priorities.

The Opportunities

The NIAA is establishing a merit pool to fill APS Level 6 & Executive Level 1 vacancies within its Policy and Programs Portfolio that arise within 18 months from the date of initial advertisement.

The Policy and Programs Portfolio leads, influences and invests in social, cultural and economic policies and programs that contribute to improving the wellbeing and economic aspirations of First Nations people. It also develops strategies to deliver on the Australian Government’s priorities for First Nations people.

The Policy and Programs Portfolio is comprised of four groups (divisions) including:

- Country, Culture & Connection
- Jobs & Economic Development
- Social Policy
- Strategy.

For more information about the role and responsibilities of each group, please refer to the Candidate Pack located at the bottom of this advertisement.

Our broader agency priorities and deliverables are outlined in the NIAA Corporate Plan 2025–29.

We have office locations across Australia, and as part of your application, you'll have the opportunity to nominate your preferred locations.

Duties

We’re seeking individuals who are passionate about contributing to meaningful outcomes for Aboriginal and Torres Strait Islander peoples and bring a diverse range of skills, capabilities and attributes, including:

- **Cultural capability**, including leading culturally respectful practices, promoting reconciliation, and embedding cultural awareness into policy and program design.
- **Policy and program awareness**, with the ability to provide strategic advice and oversight across complex policy areas impacting First Nations communities, including health, education, housing, employment, justice, and economic development.

- **Strong communication skills**, both oral and written, with the ability to influence, negotiate, and tailor messages for senior stakeholders, diverse audiences, and high-level briefings.
- **Analytical and problem-solving skills**, with a focus on strategic, evidence-based decision-making, continuous improvement, and program evaluation.
- **Adaptability and resilience**, with the ability to lead through change, manage ambiguity, and support teams in dynamic and complex environments.
- **Initiative and accountability**, including the ability to manage risks, deliver outcomes aligned to strategic priorities, and take ownership of complex tasks and projects.
- **Collaboration and teamwork**, with the ability to build partnerships, facilitate cooperation across teams and agencies, and promote inclusive and respectful workplace practices.
- **Digital and data literacy**, including the ability to leverage technology and data to inform strategic decisions, improve service delivery, and support performance reporting.
- **Coordination and secretariat skills**, including the ability to lead governance processes, manage stakeholder communications, and oversee meeting support, agendas, minutes, and follow-up actions.
- **Integrity and professionalism**, aligned with the values of the Australian Public Service and NIAA's commitment to ethical conduct, transparency, and public trust.

Additionally, the following is required at the EL 1 classification:

- **People and strategic leadership**, including the ability to lead teams and projects, mentor and develop staff, manage performance, contribute to strategic planning, and foster a positive, inclusive and high-performing workplace culture.
- **Strategic direction setting**, including the ability to drive work that aligns with branch and agency priorities, translate strategic goals into operational plans, and influence outcomes across teams and stakeholders.

Our shared Values and Behaviours guide how we work and engage with partners and stakeholders. Learn more about them here.

We strongly encourage Aboriginal and Torres Strait Islander peoples, people with disability, and individuals from diverse backgrounds to apply.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

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To Apply

Position Contact	NIAA Recruitment, N/A
Agency Recruitment Site	https://niaa.nga.net.au/?jati=4847B0AD-1124-ADA5-613D-E438381D5D3

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

Prime Minister and Cabinet

Vacancy VN-0763607

National Indigenous Australians Agency

Closing Date:Wednesday 15 October 2025

West & South
Victoria and Tasmania Regional Greater Melbourne

Job Title	Engagement Officer, Victoria and Tasmania Regional Branch - Affirmative Measure Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$88,887 - $95,028
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 5
Position Number	NIAA/2025/146 (AMI)
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=422621ED-D5BA-1FEE-6BED-E4383A11E760

We are looking for a motivated and passionate person to fill an APS 5 Engagement Officer role in the Victoria and Tasmania Regional Office located in Melbourne.

We offer challenging, interesting and stimulating work, connecting across all levels of government and working directly with First Nations communities and organisations.

In this role, you will be working in a diverse team in Victoria to drive the self-determination aspirations of First Nations communities, while supporting the delivery of the Australian Government’s priorities, including implementing the National Agreement on Closing the Gap.

Key responsibilities of the Engagement Officer role include:

- develop and maintain culturally safe relationships with NIAA partners, including Aboriginal Community-Controlled Organisations, Traditional Owner Groups and other key First Nations stakeholders
- provide appropriate advice and manage the resolution of emerging issues
- manage mutually beneficial and diverse relationships to link First Nations communities and organisations with government, non-government and private sector partners
- assist in local coordination and implementation of key government priorities including the National Agreement on Closing the Gap
- assist in the local development and high-quality delivery of place-based initiatives in partnership with First Nations communities to improve outcomes and advance self-determination
- contribute to high-quality briefs, correspondence and advice that require minimal changes to support the Minister for Indigenous Australians, and senior NIAA executives, including the CEO and DCEO
- monitor and negotiate funding agreements and provide high-quality advice on contractual requirements, performance and reporting
- conduct research and analysis on matters arising
- assist in project management of activities.

Duties

Our ideal candidates are motivated, self-starters who are passionate about First Nations self-determination. Roles in the Victorian Region are fast paced, varied, challenging and rewarding.

To succeed in the role, candidates will:

- have a high level of cultural competency and a strong understanding of the opportunities and challenges relating to First Nations people and communities
- have strong interpersonal skills including the ability to communicate sensitively and effectively with First Nations people, service providers and other key stakeholders
- have strong written and communication skills including the ability to contribute to the development of a range of written products such as concise briefs, correspondence, presentations and reports for varied audiences
- be able to provide policy and program advice, identifying and escalating emerging risks in a timely manner
- undertake and manage moderately complex projects under the direction of higher classification levels
- have strong analytical, research and problem-solving skills
- be flexible and adaptable with the ability to manage competing priorities
- be highly organised and be able to work independently or under limited guidance
- demonstrate the ability to effectively supervise and coordinate the workflow and outcomes of a small team performing related tasks.

Essential: Must have a current motor vehicle driver’s license and be able to travel locally and interstate.

In our operating environment across NIAA, staff work closely with community members and develop intimate understandings of the regional and local needs and aspirations of First Nations people. This regional and place-based focus is at the core of our work, and the Engagement Officer Position requires a strong level of engagement.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

A non-ongoing offer may result in conversion to an ongoing offer of employment however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

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

About the 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	Melissa Burrows, 0460 748 232
Agency Recruitment Site	https://niaa.nga.net.au/?jati=422621ED-D5BA-1FEE-6BED-E4383A11E7

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Prime Minister and Cabinet

Vacancy VN-0763462

Workplace Gender Equality Agency

Closing Date:Tuesday 14 October 2025

Technology

Job Title	Technology Executive Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$142,760 - $162,629
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	flexible working arrangements available
Classification	Executive Level 2
Position Number	26739
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

The role

A key member of the Agency's Executive Team, the Executive Manager helps to shape strategic direction while also addressing immediate priorities through effective planning and responsive delivery. The Executive Manager leads and nurtures a high-performing, engaged Technology Team, and actively contributes to fostering a positive Agency culture that is values-driven, high-achieving, and recognised as a great place to work.

The key duties of the position include:

Leadership & culture

- Support the COO and CEO in fostering a mission driven, high-performing, collaborative and inclusive workplace culture.
- Lead and mentor team members to deliver high-quality outcomes and promote a culture of continuous improvement and innovation.
- Engage and manage internal and external stakeholders through periods of change.

Technology, finance and security management

- Identify and acquire technology products and services to meet the Agency's business needs and organisational goals
- Lead development, support and maintenance functions for the Agency's reporting platform
- Manage the design, build and implementation of appropriate digital solutions for Agency teams
- Develop, implement and manage an ICT strategy and budget
- Manage contracts and procurements to security quality, the best value and lowest total cost for IT products and services
- Understand and apply regulatory and policy requirements relevant to technology and security such as privacy legislation, the Protective Security Policy Framework and the Information Security Manual
- Identify, evaluate and manage risk in ICT functions
- Keep up to date with current and emerging technologies that offer potential to enhance the employer user experience or improve Agency productivity.

Stakeholder management

- Lead the Technology Team to be a trusted and responsive adviser to internal stakeholders
- Liaise with partner organisations involved in the provision of ICT services
- Collaborate with government agencies and bodies to ensure WGEA can adopt emerging technology and is compliant with legislative requirements and government priorities including the responsible use of AI and the Data and Digital Government Strategy
- Represent the Agency on committees and actively participate in networks across government.

Duties

Capabilities

We are seeking an individual with the following capabilities and experience (minimum essential requirements)

Essential:

- Experience in managing technology services and delivery in a government environment
- Ability to manage risk, security and compliance obligations
- Skills and experience in end-to-end agile delivery and digital project management
- Procurement and contract management experience
- Ability to manage, reduce and forecast IT spending over multiple years
- Ability to manage a small team and work effectively as part of an Executive team
- Excellent communication skills (written, oral and listening) and ability to engage with internal and external partners and stakeholders
- Tertiary qualifications in the field of computer science or equivalent experience
- Baseline Security clearance or the ability to obtain clearance (this includes being an Australian Citizen).

The Australian Public Service Integrated Leadership System (ILS) provides the foundational framework for defining leadership capabilities at the Executive Level 2 (EL2). Candidates will be assessed against the ILS to ensure alignment with the core leadership attributes expected at this

level. In addition, the Work Level Standards (WLS) will be used to evaluate demonstrated experience and leadership effectiveness, outlining the scope, complexity, and strategic impact associated with successful performance at the EL2 classification.

Desirable:

Experience working with Salesforce (including a sound understanding of Service Cloud, Community Cloud, Public Sector Solutions, Account Engagement)

Experience working with Salesforce integrations such as Mulesoft, Microsoft Azure, Alteryx, and Tableau.

a principled approach and adherence to the APS Values, Code of Conduct, employment principles, integrity and ethics.

Eligibility

To learn more about each role and the application process, please refer to the **Application Packages on our website.**

Notes

Note: Agency Eligibility Criteria:

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 baseline security clearance level for the role. **Baseline security** clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

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

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working

flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Janette Dines, 0294327000
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0758259

Services Australia

Closing Date:Wednesday 31 December 2025

Job Title	Services Australia Section 26 Register 2025
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	The agency supports and promotes flexible working arrangements, including remote options on negotiation. Some roles have no flexibility.
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	TER-M-2025-2
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=2&company=depthsP5

Introduction

The Services Australia Section 26 Register 2025 (the register) is open to eligible ongoing APS employees from outside Services Australia (the agency) who are interested in working for the agency. Applicants are encouraged to express their interest in potential ongoing (at level) and temporary (non-ongoing, at level or with higher duties) transfer opportunities under section 26 of the Public Service Act 1999.

You can express an interest in roles that match your skills and experience, from APS 3 to Executive Level 2 classifications. The register enables the agency to access suitable and experienced APS employees for opportunities across a broad range of classifications and business areas.

How the register works

Your application will remain valid until 31 December 2025. Applications are not carried over after this time. If you wish to remain on the register post 31 December 2025, you will need to submit a new application to the Services Australia Section 26 Register 2026. You may update or withdraw your application at any time.

As vacancies arise throughout the year, your application may be provided to the relevant business areas to assess whether your experience, qualifications, and skills align with available vacancies. Submitting your application does not guarantee an offer of employment, and if you register your interest in an ongoing (permanent) transfer, we recommend you apply for ongoing vacancies advertised through the APS Gazette.

You will only be contacted if an opportunity arises that aligns with your skills and experience.

The application process

Our online application form will ask you to:

- express an interest in roles that match your skills and experience, from APS Level 3 to Executive Level 2 classifications
- indicate your location preference/s by region and specific location in the free text
- fill out some basic information about yourself
- provide a summary (up to 500 words or 3000 characters) outlining the type of opportunity you are looking for and the skills, knowledge and experience you would bring to our agency
- Upload a resume/CV include most recent employment history.
- We note should referee reports be required, we will seek these as part of assessment if a suitable.

Duties

- **This register may be used to source candidates for the following business groups: Strategy and Performance Group** operates as the strategic centre for the agency, setting the strategic direction, and monitoring and reporting on progress.
- **Service Delivery Excellence Group** is responsible for transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.
- **Program Design Group** is responsible for programs, payments and service design elements across social welfare, child support, health, veterans, and aged care sectors.
- **Customer Service Delivery Group** is responsible for the effective operation of the agency's service and smart centres delivering Medicare, Child Support and Centrelink services.
- **Payments and Integrity Group** aims to protect the integrity of government outlays for social welfare and Medicare Public claims.
- **Corporate Enabling Group** manages multiple functions that support the agency to manage its day-to-day business and includes Human Resources.
- **Technology and Digital Programs Group** delivers secure and easy to use digital government services that Australians trust. The Group manages and delivers the agency I.T services.

- **Some positions may require:** a security clearance (or ability to obtain and maintain)
- working with Children or Vulnerable Persons Check in the relevant state / territory (or ability to obtain and maintain)
- a current driver's licence and/or ability to travel between workplaces
- regular travel and/or being a member of a geographically dispersed team
- working on-site in an office environment (no flexibility for the role to be performed remotely).

Eligibility

Employment with the agency is governed by the conditions outlined in the Public Service Act 1999. To qualify, you must be an ongoing APS employee and a citizen of Australia.

The assessment of an applicant's suitability for employment will be conducted through a pre-employment screening process. This process includes a requirement to complete and pass a national police history check, referee checks, and an employment history integrity check, as well as a Working with Children and Vulnerable People Check when applicable.

Additionally, a health clearance may be necessary. Any issues identified during these checks will be subject to further investigation.

If you are currently undergoing, or have previously undergone, a disciplinary or Code of Conduct investigation by an employer, you are obligated to disclose this in your application.

Notes

Employees at any APS classification or level considering a temporary transfer, preparing for such a move, or returning to their original team following a temporary assignment within the APS can find relevant guidance in Guidance for employees |Australian Public Service Commission.

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

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	National Recruitment, Email only
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=2&cc

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763231

Services Australia

Closing Date:Wednesday 15 October 2025

Operations Management
Operational Response

Job Title	Shift Team Member Services Australia Operations Centre
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	$85,559 - $109,518
Future Merit Locations	Canberra, Greenway
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised location
Classification	APS Level 5;APS Level 6
Position Number	EXT-M-2025-1243
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=E167E4BA-8417-8CC6-72B4-E435A882BEA7

Operations Management Division strategically and operationally supports simple and efficient delivery of Services Australia (the agency) payments and services through our staff assisted channels.

The Division supports a range of strategic, workforce and emergency management initiatives, to maximise resources and meet the needs of our customers whilst ensuring real-time

responsiveness for the agency, through services such as Services Australia Operations Centre (SAOC).

The Operational Response Branch supports the agency by maintaining an executive level view of service delivery performance in real time and provides an immediate measure of business impacts and service interruptions through the SAOC, including the following functions:

- Incident management
- 24/7 business operations
- Telephony real-time management
- Business continuity and disruptions
- Payment contingency coordination
- Staff and customer escalations

Duties

- Risk management and making balanced decisions using professional judgement, while maintaining an understanding of the agency's strategic environment.
- Communicating and making decisions with a high level of impact on Customer Service Delivery, and the potential to impact more broadly on agency operations.
- Making decisions that are based on professional judgement, evaluating risks, in the context of a complex and changing environment and communicating these decisions and impacts to stakeholders, including the Senior Executive in a timely and persuasive manner.
- Engaging, collaborating, negotiating and liaising with internal and external stakeholders to reach and ensure positive outcomes.
- Reviewing complex and sensitive issues relating to internal and external stakeholders and customers and preparing sensitive correspondence and reports for an executive audience.
- Leading, supporting and developing staff through coaching and mentoring, management of performance, attendance and health and wellbeing.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Candidates must have the ability to work in a rostered 24 x 7 shift work environment.

- Shifts operate every day (including all national and non-national public holidays).
- Each shift rotation does two day shifts and two night shifts, followed by four days off.
- Shifts to cover 0700 - 1915 and 1900 - 0715 Australian Eastern Standard Time.

Occupants will hold an ongoing position within the Operational Response Branch and will occupy a shift position.

Occupants will receive shift penalties in accordance with the Agency's Enterprise Agreement.

Please note positions are Canberra based and staff are required to work out of the Services Australia Operations Centre located in the Caroline Chisholm Centre, Greenway ACT.

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community’ 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Alex Lawrence, 0436 806 367
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=E167E4BA-8417-3CC6-

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763250

Services Australia

Closing Date:Monday 13 October 2025

Technology and Digital Programs
Technology, Strategy, Business and Architecture Technology Business Services

Job Title	Assistant Director, Visual Communication Design
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	$118,465 - $131,268
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2025-6
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=6&company=depthsP5

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australians trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Technology Business Services Branch provides enabling support across TDP. An important component of this is to provide centralised communication and engagement functions.

We build TDP's culture and connect the workforce with our vision to 'make government services simple so that people can get on with their lives'.

We provide integrated solutions, drawing on expertise across 6 key areas:

- Event Services: coordination of group events.
- Health and Wellbeing: championing a workplace environment that is open, supportive and reflects diversity.
- Executive Communications: that set strategic priorities, inspire confidence from government, industry partners and the workforce.
- Awards and Recognition: driving internal and external recognition for TDP's workforce.
- Campaign Management: working with our stakeholders to develop an engagement framework that reaches the right audience, with the right message, at the right time.
- Visual Design services: enhancing outputs to build a professional, future focused brand. Including videography, photography, editing, animation and graphic design.

We're communication and engagement practitioners with a whole of group view, vast network of stakeholders, agile mindset and specialist expertise.

About the role

The Assistant Director, Visual Communication Design leads a small team of designers to develop visual communication outputs that engage a large, diverse workforce.

This includes leading the delivery of high-quality visual design products that engage end users, whilst meeting the needs of stakeholders. They identify and advocate user needs and ensure the final design is fit for purpose. This includes complex design concepts through a variety of mediums, including illustrations, digital, web, print, animation, photography and videography.

Assistant Directors foster partnerships with key stakeholders to assist in the development and implementation of operational policy, strategy, procedures, work output and quality. This involves a considerable degree of independence and leadership capability.

Duties

- Leading the graphic and creative design output process for communication products.
- Ideation, storyboard, pitch and development of video content, including animation.
- Undertake photography and videography services.
- Leading the production of data visualisations and infographics based on complex data sets or on analysis reports.
- Developing and managing key stakeholder relationships, negotiating requirements and developing appropriate products based on stakeholder needs.
- Maintaining a strong understanding of user accessibility requirements. Designing and publishing outputs that meet the needs of a diverse audience.
- Leading and managing staff including prioritisation of work, overseeing the management of performance, attendance, health and wellbeing.
- Developing staff capability through coaching, mentoring and succession planning to increase performance, engagement and retention.

Eligibility

Security Clearance

Baseline Security Clearance or the ability to obtain and maintain

Desirable Qualifications:

Tertiary qualifications in design, media production and communications.

A minimum of 2 years’ experience in a similar role.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Skye Tisdell, 0428778100
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=6&cc

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763271

Services Australia

Closing Date:Monday 20 October 2025

Various

Job Title	Aurora Neuroinclusion Program - Affirmative Measures (Disability – autism spectrum disorder/condition or attention deficit/hyperactivity disorder)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$85,559 - $92,324
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with the successful candidate.
Classification	APS Level 5
Position Number	Aurora Neuroinclusion Program
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://www.servicesaustralia.gov.au/aurora-neuroinclusion-program?context=22

Services Australia will be using the Aurora Neuroinclusion Program to attract, assess and place work ready candidates with autism spectrum disorder/condition or attention deficit/hyperactivity disorder (ADHD) into specialised roles across the agency.

Aurora recognises the unique skills and talents neurodivergent people can bring to work. It seeks to improve career outcomes and provides professional development and work experience by providing a gateway to the Australian Public Service.

About the program

The Aurora Neuroinclusion Program design uses non-traditional recruitment methods to help to find talented neurodivergent jobseekers/candidates looking for a career.

The assessment process is tailored specifically to neurodivergent people to accurately identify and match candidates with specific skillsets needed by our business areas. There are no interviews or psychometric tests. The Program uses practical training exercises and an assessment centre environment to identify and match candidate skills to roles. Each candidate is assessed and evaluated against activities in a range of scenarios and competency-based assessments.

Aurora offers:

- An inclusive recruitment process that allows candidates to demonstrate their skills and abilities.
- Ongoing employment with a competitive salary and working conditions.
- Formal learning and development and on the job training.
- A dedicated neurodiversity coach and agency relationship manager.

Duties

Positions are located in Brisbane, QLD.

Available roles

- Data Analyst (APS5)
- Tactical Intelligence Analyst (APS5)

Eligibility

To participate in the program applicants must be:

- Aged 18 years or older.
- Have a diagnosis of autism spectrum disorder/condition including autistic disorder, Asperger's syndrome, childhood disintegrative disorder, pervasive development disorder - not otherwise specified (PDD-NOS), or attention deficit/hyperactivity disorder (ADHD).
- Have proof of Australian Citizenship.
- Be able to participate in a 2-week assessment phase.
- Applicants must be able to pass an Australian Government Security Clearance.

Successful Applicants will undergo a pre-employment screening process. This will include a police history check, a past employment and referee check and disclosure of medical information.

Notes

These vacancies are open only to people with a specific type of disability - autism spectrum disorder/condition or ADHD.

Successful applicants will be required to provide evidence of autism spectrum disorder/condition or ADHD diagnosis, with consideration of the DSM-5 autism diagnostic criteria. For example, it can be the full diagnostic report, or a redacted section of the report that states autism spectrum

disorder/condition or ADHD as a diagnosis, or a letter from a Psychologist, Psychiatrist or GP confirming a diagnosis of autism spectrum disorder/condition, or ADHD. It could also be information confirming your diagnosis from a supporting agency such as the NDIS or a Disability Employment Services Provider.

A merit pool will be established and used to fill similar ongoing vacancies at these levels in this location. This merit pool will be valid for 18 months from the date these roles were advertised.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community’ 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Employ for Ability, For further information click Apply Now
Agency Recruitment Site	https://www.servicesaustralia.gov.au/aurora-neuroinclusion-program?con

Social Services

Vacancy VN-0763471

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 12 October 2025

Complaints and Engagement
Complaints and Incidents Provider Registration

Job Title	Senior Regulatory Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW, Parramatta NSW, Perth WA
Salary	$96,558 - $108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	188_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The NDIS Commission is undergoing a period of exciting transformation. If you are forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast paced environment, we welcome you to explore the NDIS Commission as your next challenge. This process may be used to fill positions across the Complaints and Incidents Branch.

Regulatory professionals undertake an assessment of matters in line with agreed processes. They also use decision making capability and work within a defined regulatory framework aligned to the Enterprise Prioritisation Model (EPM).

As a Regulatory Officer you will undertake assessment of matters applying the NDIS Commission’s risk prioritisation criteria, setting out how the NDIS Commission assesses and applies a risk proportionate regulatory response.

Duties

Duties may include, but are not limited to, the following:

- Supporting the assessment and management of matters aligned to the Enterprise Prioritisation Model (EMP). Complex matters are received through multiple external facing channels including phone, email and web-based.
- Conducting assessments and supporting teams to determine the appropriate regulatory action required, in-line with EPM. This may include assessing risk, consolidation of matters and managing a caseload of complex complaints and/or incidents relating to the provision of services by NDIS providers.
- Safeguarding of NDIS participants through timely identification of risks/s and undertaking referral and negotiating outcomes. The role may also assist and support teams to safeguard and understand safeguarding practices, and procedures.
- Initiate and develop productive working relationships with a diverse range of internal and external stakeholders to facilitate and support the work of the NDIS Commission.
- Maintaining accurate and contemporaneous records by keeping systems and registers updated to reflect the status of work.
- Contributing to team outcomes with technical expertise and sound subject matter knowledge, providing guidance and quality assurance within a team environment.
- Supervise and support the team to achieve objectives with a focus on safety, staff wellbeing and high performance.
- Applying legislative, policy knowledge and actions whilst maintaining a well-developed understanding of relevant frameworks and regulatory priorities.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Tanya Ellis, 0432 979 028
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763472

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 12 October 2025

Data and Regulatory Transformation (DART) and Enabling Services Division
Enabling Services Branch Security and Workplace Services

Job Title	Corporate Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$80,270 - $86,280
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Required to work from office 4 days a week with the possibility of flexible arrangements on the 5th day.
Classification	APS Level 4
Position Number	189_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Security and Workplace Services team is responsible for enhancing the NDIS Commission's business, security and resilience capability through strategically and operationally managing the national property and accommodation portfolio.

The Corporate Support team is made up of Corporate Support Officers (CSO) who are responsible for face-to-face support in nine of the NDIS Commission's offices nationwide. The CSOs work as a team and in collaboration with other corporate teams to ensure consistency of processes across the offices.

Duties

Day to day activities in the Corporate Support team will be across a wide range of duties and would suit a highly motivated individual with strong attention to detail, who enjoys working with people.

The advertised role requires the successful candidate to work from the office 4 days a week with the possibility of flexible working arrangements on the 5th day.

The Corporate Support Officer is primarily responsible for:

- maintaining the office and identifying needs to provide relevant support;
- providing general assistance to staff, including Senior Executive Service (SES) staff;
- working with corporate teams to on-board and off-board new starters;
- facilitating office induction for new starters;
- providing corporate services for the office, including;
    - managing office supplies;
    - mail distribution;
    - coordinating logistics associated with on-boarding and off-boarding staff;
    - escorting visitors and contractors (sometimes done out of hours on a very are basis);
- providing general advice on processes and use of templates across all Enabling Services functions; and
- working collaboratively to support the Enabling Services functions; Property, Security, HR, Finance, Procurement, ICT, Internal audit and Information Management;
- there may be times where there is a requirement to complete corporate division duties to support in office activities specific to a certain geographical office.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme

(NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Rhys Bennetts, 0486 327 354
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763473

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 12 October 2025

Regulatory Operations
Compliance and Enforcement Risk, Intelligence and Delivery

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW, Parramatta NSW, Perth WA
Salary	$88,155 - $94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	190_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Within Regulatory Operations, the Compliance and Enforcement Branch is responsible for the delivery of compliance monitoring and enforcement of providers and workers in the NDIS.

It applies a risk-responsive approach to its regulatory activities using proactive and reactive levers to ensure compliance, quality providers and workers and safeguarding of participants. It is responsible for leading investigations and taking appropriate and proportionate action in response to non-compliance.

It has a key role in developing relationships with other regulators and enforcement agencies to ensure integrity and quality of the NDIS.

Intelligence Analysts acquire, evaluate, analyse and assess intelligence and produce actionable information for an organisation to support planning, operations and human resource functions.

Duties

Duties may include, but are not limited to, the following:

- Conduct intelligence projects, producing a range of high quality strategic, tactical and operational intelligence products informing and impacting decision-making for internal and external stakeholders
- Liaise with other government agencies and partners, share information, produce briefing papers including recommendations to address quality and safeguarding risks, scheme sustainability issues, and policy development
- Collect, analyse, report and manage information
- Maintain purposeful, proactive and collaborative working relationships with internal and external stakeholders, including promoting the work of the Team, Branch and Regulatory Operations Division
- Use analytical software and other tools as appropriate
- Contribute to the planning and monitoring of work processes for the broader team.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Anthea Featherstone, 0497 851 006
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Social Services

Vacancy VN-0763474

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 12 October 2025

Regulatory Operations
Compliance and Enforcement Risk, Intelligence and Delivery

Job Title	Senior Intelligence Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$96,558 - $108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	191_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Within Regulatory Operations, the Compliance and Enforcement Branch is responsible for the delivery of compliance monitoring and enforcement of providers and workers in the NDIS.

It applies a risk-responsive approach to its regulatory activities using proactive and reactive levers to ensure compliance, quality providers and workers and safeguarding of participants. It is responsible for leading investigations and taking appropriate and proportionate action in response to non-compliance.

It has a key role in developing relationships with other regulators and enforcement agencies to ensure integrity and quality of the NDIS.

Senior Intelligence Analysts acquire, evaluate, analyse and assess intelligence and produce actionable information for an organisation to support planning, operations and human resource functions.

Duties

Duties may include, but are not limited to, the following:

- Collect and analyse data relevant to intelligence assignments
- Conduct intelligence projects, producing a range of high quality strategic, tactical and operational intelligence products informing and impacting decision-making for internal and external stakeholders.
- Liaise with other government agencies and partners, share information, produce briefing papers including recommendations to address quality and safeguarding risks, scheme sustainability issues, and policy development.
- Maintain purposeful, proactive and collaborative working relationships with internal and external stakeholders, including promoting the work of the Team, Branch and Regulatory Operations Division.
- Mentor and support developing analysts
- Contribute to the planning and monitoring of work processes for the team.
- Provide advice and support the development of risk assessment tools and frameworks.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Anthea Featherstone, 0497 851 006
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763475

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 12 October 2025

Practice Quality
Practice Quality Capability Person-centred Safeguards

Job Title	Director, Person Centred Safeguards Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Perth WA, Penrith NSW
Salary	$141,800 - $167,184
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	Executive Level 2
Position Number	192_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Reporting to the Assistant Commissioner, Practice Quality, the Director, Person Centred Safeguards is responsible for leading and overseeing all safeguarding and monitoring work

undertaken by the PQ Division. Regulating practice quality safeguards is essential for maintaining the safety and protection of vulnerable participants and this role plays a critical role in achieving that goal.

The main role of the Director is to lead and manage the Person Centred Safeguards Team, including the day to day operations of the team's oversighting operational safeguarding, complex case management and write ups of case studies and compliance associated with safeguarding.

The Director will provide effective management and oversight of performance improvement strategies and strong leadership in championing, monitoring and advancing performance improvement initiatives that uphold the dignity, well-being and safety of NDIS participants.

The Director, Person Centred Safeguards works closely and collaboratively with the Commission's Enterprise Prioritisation Management function and relevant areas within the Commission to ensure appropriate safeguarding actions are taken as required.

Duties

Key Duties of the role:

- Coordinate the efforts of the Person Centred Safeguards function to ensure a comprehensive approach to safeguarding participants' health, safety and wellbeing.
- Establish mechanisms for ongoing quality assurances and improvement of safeguarding policies and procedures.
- Maintain accurate records and data relating to safeguarding cases, interventions and outcomes.
- Utilise data driven approaches to manage resources effectively to achieve systems level impacts.
- Work with the sector NDIS providers and other professional to enhance their practice and promote a culture of continuous quality improvement
- Prepare high quality reports, briefing papers and Ministerial correspondence for presentation to the Senior Executive.
- Accountable for developing, coaching and mentoring employees, performance management, conflict resolution, and identification of training needs.

Please view candidate information package for full position description.

Eligibility
Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Simon Edwards, 0473 560 674
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0763569

Australian Bureau of Statistics

Closing Date:Sunday 12 October 2025

Job Title	ABS Field Interviewer - Victoria
Job Type	Part-Time, Ongoing
Location	Various locations - VIC VIC
Salary	-
Future Merit Locations	Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Field Interviewer
Position Number	25/HSO_INT_VIC
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=9E180B08-ED8F-D96D-B311-E437FD25701B

The Australian Bureau of Statistics (ABS) is looking to fill the positions of **Field Interviewers - Victoria**. We are looking for people to approach household addresses who have been selected to complete an ABS survey. Interviews might be conducted face to face in a respondent's home, or over the phone from your home office.

Locations: Traralgon/Moe/Leongatha, Phillip Island/Wonthaggi, Mildura/Swan Hill, Warrnambool, Ballarat, Albury/Wodonga

About the area:

The ABS is Australia’s national statistical agency and an official source of independent, reliable information. We tell the real story of Australia, its economy, and its people by bringing life and meaning to numbers.

To help tell the story of Australia, the ABS conducts surveys to collect data and statistics on the labour force and other characteristics of the population.

The ABS Household Survey Program consists of the regular Monthly Population Survey and other surveys collectively known as Special Social Surveys.

Duties

About the role:

Interviewers are the public face of the ABS and have an important role in building strong relationships with the public.

All household interviews are conducted using a notebook computer. You will need to be competent with computers. Full training in the use of ABS software and systems is provided.

Interviewers must maintain the strictest confidentiality and security in respect of all information collected and survey materials used. An Interviewer is engaged as an employee of the ABS under s16(2) of the Australian Bureau of Statistics Act 1975 in accordance with Regulation 7 of the Statistics Regulations 2016 and is legally bound to protect the privacy of the information collected.

Interviewers are employed outside the Australian Public Service (APS) but must behave in a manner consistent with the APS Values, Employment Principles and Code of Conduct.

To learn more about the Interviewer role – please watch this video (the password to access video is abs_surveys).

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities and experience:

- Excellent communication skills and the ability to develop rapport with people
- Resilience
- Self-motivation
- Patience and perseverance
- Good computer skills
- Good organisational skills
- Good attention to detail
- Ability to work flexibly
- Ability to use navigation tools

You need to have access to a reliable, fully insured vehicle and hold a current Australian driver's license.

You need to have access to reliable home internet.

Eligibility

To be eligible for these roles:

- You must be an Australian citizen at the time you apply.
- If you are identified as the preferred applicant, you will be required to undergo several pre-employment checks, including a police records check and a medical assessment.
- Your residential address must be within proximity to the advertised locations.
- You must be available to undertake survey work
    - minimum of two weeks a month
    - up to six days in a week including Saturday
    - up to five nights in a week
    - during school holidays
- You must be available to attend the paid training course (dates to be advised)
- You must have unlimited use of a reliable, lockable vehicle with comprehensive insurance coverage. This coverage will need to cover the vehicle for work duties.
- You must possess a current, valid Australian drivers licence
- You must have access to a private, secure area for a home office to be set up (equipment provided). You must have access to reliable internet service for your home office.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following questions. ***In your responses, please consider the desired skills referenced in section 1 of the Applicant Information Kit:***

Question 1

Why are you interested in this role? What skills/attributes will you bring to this role?

Question 2

The Interviewers are the public face of the ABS. Please tell us about your experience in previous roles dealing with members of the public

Word limit is **300 words per question**, it is recommended that you use at least 75% of the word count.

Please read the attached *Applicant Information Kit* for more information about the position and the recruitment process.

Applications close at 11:30 pm (AEDT), Sunday 12th October 2025. Late applications will not be accepted.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	HSO Recruitment, hso.recruitment@abs.gov.au
Agency Recruitment Site	https://abs.nga.net.au/?jati=9E180B08-ED8F-D96D-B311-E437FD25701

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Treasury

Vacancy VN-0763587

Australian Bureau of Statistics

Closing Date:Sunday 12 October 2025

Job Title	ABS Field Interviewer - Tasmania
Job Type	Part-Time, Ongoing
Location	Tasmania TAS
Salary	-
Future Merit Locations	Tasmania
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Field Interviewer
Position Number	25/HSO_INT_TAS
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=BEB6AEAF-8466-38D3-A180-E437FC9747C4

The Australian Bureau of Statistics (ABS) is looking to fill the positions of **Field Interviewers - Tasmania**. We are looking for people to approach household addresses who have been selected to complete an ABS survey. Interviews might be conducted face to face in a respondent's home, or over the phone from your home office.

Locations: Devonport, Gladstone, Queenstown, Hobart, Huonville

About the area:

The ABS is Australia’s national statistical agency and an official source of independent, reliable information. We tell the real story of Australia, its economy, and its people by bringing life and meaning to numbers.

To help tell the story of Australia, the ABS conducts surveys to collect data and statistics on the labour force and other characteristics of the population.

The ABS Household Survey Program consists of the regular Monthly Population Survey and other surveys collectively known as Special Social Surveys.

Duties

About the role:

Interviewers are the public face of the ABS and have an important role in building strong relationships with the public.

All household interviews are conducted using a notebook computer. You will need to be competent with computers. Full training in the use of ABS software and systems is provided.

Interviewers must maintain the strictest confidentiality and security in respect of all information collected and survey materials used. An Interviewer is engaged as an employee of the ABS under s16(2) of the Australian Bureau of Statistics Act 1975 in accordance with Regulation 7 of the Statistics Regulations 2016 and is legally bound to protect the privacy of the information collected.

Interviewers are employed outside the Australian Public Service (APS) but must behave in a manner consistent with the APS Values, Employment Principles and Code of Conduct.

To learn more about the Interviewer role – please watch this video (the password to access video is abs_surveys).

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities and experience:

- Excellent communication skills and the ability to develop rapport with people
- Resilience
- Self-motivation
- Patience and perseverance
- Good computer skills
- Good organisational skills
- Good attention to detail
- Ability to work flexibly
- Ability to use navigation tools

You need to have access to a reliable, fully insured vehicle and hold a current Australian driver's license.

You need to have access to reliable home internet.

Eligibility

To be eligible for these roles:

- You must be an Australian citizen at the time you apply.
- If you are identified as the preferred applicant, you will be required to undergo several pre-employment checks, including a police records check and a medical assessment.
- Your residential address must be within proximity to the advertised locations.
- You must be available to undertake survey work
    - minimum of two weeks a month
    - up to six days in a week including Saturday
    - up to five nights in a week
    - during school holidays
- You must be available to attend the paid training course (dates to be advised)
- You must have unlimited use of a reliable, lockable vehicle with comprehensive insurance coverage. This coverage will need to cover the vehicle for work duties.
- You must possess a current, valid Australian drivers licence
- You must have access to a private, secure area for a home office to be set up (equipment provided). You must have access to reliable internet service for your home office.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following questions. ***In your responses, please consider the desired skills referenced in section 1 of the Applicant Information Kit:***

Question 1

Why are you interested in this role? What skills/attributes will you bring to this role?

Question 2

The Interviewers are the public face of the ABS. Please tell us about your experience in previous roles dealing with members of the public

Word limit is **300 words per question**, it is recommended that you use at least 75% of the word count.

Please read the attached *Applicant Information Kit* for more information about the position and the recruitment process.

Applications close at 11:30 pm (AEDT), Sunday 12th October 2025. Late applications will not be accepted.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	HSO Recruitment, hso.recruitment@abs.gov.au
Agency Recruitment Site	https://abs.nga.net.au/?jati=BEB6AEAF-8466-38D3-A180-E437FC9747C

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Treasury

Vacancy VN-0763590

Australian Bureau of Statistics

Closing Date:Sunday 12 October 2025

Job Title	ABS Field Interviewer - Western Australia/Northern Territory
Job Type	Part-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT
Salary	-
Future Merit Locations	Various locations - WA, Various locations - NT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Field Interviewer
Position Number	25/HOS_INT_WA_NT
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=C5D17E91-6A14-7CE1-BD7C-E437FA62D90B

The Australian Bureau of Statistics (ABS) is looking to fill the positions of **Field Interviewers - Western Australia/Northern Territory**. We are looking for people to approach household addresses who have been selected to complete an ABS survey. Interviews might be conducted face to face in a respondent's home, or over the phone from your home office.

Locations: Kalgoorlie, Esperance, Geraldton, Port Hedland, Broome, York, Rockingham, Canning Vale, Bayswater/Bassendean, Alice Springs

About the area:

The ABS is Australia’s national statistical agency and an official source of independent, reliable information. We tell the real story of Australia, its economy, and its people by bringing life and meaning to numbers.

To help tell the story of Australia, the ABS conducts surveys to collect data and statistics on the labour force and other characteristics of the population.

The ABS Household Survey Program consists of the regular Monthly Population Survey and other surveys collectively known as Special Social Surveys.

Duties

About the role:

Interviewers are the public face of the ABS and have an important role in building strong relationships with the public.

All household interviews are conducted using a notebook computer. You will need to be competent with computers. Full training in the use of ABS software and systems is provided.

Interviewers must maintain the strictest confidentiality and security in respect of all information collected and survey materials used. An Interviewer is engaged as an employee of the ABS under s16(2) of the Australian Bureau of Statistics Act 1975 in accordance with Regulation 7 of the Statistics Regulations 2016 and is legally bound to protect the privacy of the information collected.

Interviewers are employed outside the Australian Public Service (APS) but must behave in a manner consistent with the APS Values, Employment Principles and Code of Conduct.

To learn more about the Interviewer role – please watch this video (the password to access video is abs_surveys).

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities and experience:

- Excellent communication skills and the ability to develop rapport with people
- Resilience
- Self-motivation
- Patience and perseverance
- Good computer skills
- Good organisational skills
- Good attention to detail
- Ability to work flexibly
- Ability to use navigation tools

You need to have access to a reliable, fully insured vehicle and hold a current Australian driver's license.

You need to have access to reliable home internet.

Eligibility

To be eligible for these roles:

- You must be an Australian citizen at the time you apply.
- If you are identified as the preferred applicant, you will be required to undergo several pre-employment checks, including a police records check and a medical assessment.
- Your residential address must be within proximity to the advertised locations.
- You must be available to undertake survey work
    - minimum of two weeks a month
    - up to six days in a week including Saturday
    - up to five nights in a week
    - during school holidays
- You must be available to attend the paid training course (dates to be advised)
- You must have unlimited use of a reliable, lockable vehicle with comprehensive insurance coverage. This coverage will need to cover the vehicle for work duties.
- You must possess a current, valid Australian drivers licence
- You must have access to a private, secure area for a home office to be set up (equipment provided). You must have access to reliable internet service for your home office.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following questions. ***In your responses, please consider the desired skills referenced in section 1 of the Applicant Information Kit:***

Question 1

Why are you interested in this role? What skills/attributes will you bring to this role?

Question 2

The Interviewers are the public face of the ABS. Please tell us about your experience in previous roles dealing with members of the public

Word limit is **300 words per question**, it is recommended that you use at least 75% of the word count.

Please read the attached *Applicant Information Kit* for more information about the position and the recruitment process.

Applications close at 11:30 pm (AEDT), Sunday 12th October 2025. Late applications will not be accepted.

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To Apply

Position Contact	HSO Recruitment, hso.recruitment@abs.gov.au
Agency Recruitment Site	https://abs.nga.net.au/?jati=C5D17E91-6A14-7CE1-BD7C-E437FA62D9(

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Treasury

Vacancy VN-0763592

Australian Bureau of Statistics

Closing Date:Sunday 12 October 2025

Job Title	ABS Field Interviewer - South Australia
Job Type	Part-Time, Ongoing
Location	Various locations - SA SA
Salary	-
Future Merit Locations	Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Field Interviewer
Position Number	25/HSO_INT_SA
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=0A4542CD-249C-4E89-1D24-E437FA441810

The Australian Bureau of Statistics (ABS) is looking to fill the positions of **Field Interviewers - South Australia**. We are looking for people to approach household addresses who have been selected to complete an ABS survey. Interviews might be conducted face to face in a respondent's home, or over the phone from your home office.

Locations: Victor Harbour, Renmark, Mount Gambier, Clare, Salisbury, Gawler, Port Adelaide, Mount Barker

About the area:

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To help tell the story of Australia, the ABS conducts surveys to collect data and statistics on the labour force and other characteristics of the population.

The ABS Household Survey Program consists of the regular Monthly Population Survey and other surveys collectively known as Special Social Surveys.

Duties

About the role:

Interviewers are the public face of the ABS and have an important role in building strong relationships with the public.

All household interviews are conducted using a notebook computer. You will need to be competent with computers. Full training in the use of ABS software and systems is provided.

Interviewers must maintain the strictest confidentiality and security in respect of all information collected and survey materials used. An Interviewer is engaged as an employee of the ABS under s16(2) of the Australian Bureau of Statistics Act 1975 in accordance with Regulation 7 of the Statistics Regulations 2016 and is legally bound to protect the privacy of the information collected.

Interviewers are employed outside the Australian Public Service (APS) but must behave in a manner consistent with the APS Values, Employment Principles and Code of Conduct.

To learn more about the Interviewer role – please watch this video (the password to access video is abs_surveys).

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities and experience:

- Excellent communication skills and the ability to develop rapport with people
- Resilience
- Self-motivation
- Patience and perseverance
- Good computer skills
- Good organisational skills
- Good attention to detail

- Ability to work flexibly
- Ability to use navigation tools

You need to have access to a reliable, fully insured vehicle and hold a current Australian driver's license.

You need to have access to reliable home internet.

Eligibility

To be eligible for these roles:

- You must be an Australian citizen at the time you apply.
- If you are identified as the preferred applicant, you will be required to undergo several pre-employment checks, including a police records check and a medical assessment.
- Your residential address must be within proximity to the advertised locations.
- You must be available to undertake survey work
  - minimum of two weeks a month
  - up to six days in a week including Saturday
  - up to five nights in a week
  - during school holidays
- You must be available to attend the paid training course (dates to be advised)
- You must have unlimited use of a reliable, lockable vehicle with comprehensive insurance coverage. This coverage will need to cover the vehicle for work duties.
- You must possess a current, valid Australian drivers licence
- You must have access to a private, secure area for a home office to be set up (equipment provided). You must have access to reliable internet service for your home office.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following questions. ***In your responses, please consider the desired skills referenced in section 1 of the Applicant Information Kit:***

Question 1

Why are you interested in this role? What skills/attributes will you bring to this role?

Question 2

The Interviewers are the public face of the ABS. Please tell us about your experience in previous roles dealing with members of the public

Word limit is **300 words per question**, it is recommended that you use at least 75% of the word count.

Please read the attached *Applicant Information Kit* for more information about the position and the recruitment process.

Applications close at 11:30 pm (AEDT), Sunday 12th October 2025. Late applications will not be accepted.

About the Australian Bureau of Statistics

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To Apply

Position Contact	HSO Recruitment, hso.recruitment@abs.gov.au
Agency Recruitment Site	https://abs.nga.net.au/?jati=0A4542CD-249C-4E89-1D24-E437FA44181(

Treasury

Vacancy VN-0763600

Australian Bureau of Statistics

Closing Date:Sunday 12 October 2025

Job Title	ABS Field Interviewer - Queensland
Job Type	Part-Time, Ongoing
Location	Various locations - QLD QLD
Salary	-
Future Merit Locations	Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Field Interviewer
Position Number	25/HSO_INT_QLD
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=7043B881-2CDB-019A-E041-E437FA1D02FB

The Australian Bureau of Statistics (ABS) is looking to fill the positions of **Field Interviewers - Queensland**. We are looking for people to approach household addresses who have been selected to complete an ABS survey. Interviews might be conducted face to face in a respondent's home, or over the phone from your home office.

Locations: Sunshine Coast, Gold Coast, Cairns, Toowoomba, Hervey Bay, Mackay, Rockhampton, Jubilee Pocket, Innisfail/Mission Beach, Cooktown/Mossman

About the area:

The ABS is Australia's national statistical agency and an official source of independent, reliable information. We tell the real story of Australia, its economy, and its people by bringing life and meaning to numbers.

To help tell the story of Australia, the ABS conducts surveys to collect data and statistics on the labour force and other characteristics of the population.

The ABS Household Survey Program consists of the regular Monthly Population Survey and other surveys collectively known as Special Social Surveys.

Duties

About the role:

Interviewers are the public face of the ABS and have an important role in building strong relationships with the public.

All household interviews are conducted using a notebook computer. You will need to be competent with computers. Full training in the use of ABS software and systems is provided.

Interviewers must maintain the strictest confidentiality and security in respect of all information collected and survey materials used. An Interviewer is engaged as an employee of the ABS under s16(2) of the Australian Bureau of Statistics Act 1975 in accordance with Regulation 7 of the Statistics Regulations 2016 and is legally bound to protect the privacy of the information collected.

Interviewers are employed outside the Australian Public Service (APS) but must behave in a manner consistent with the APS Values, Employment Principles and Code of Conduct.

To learn more about the Interviewer role – please watch this video (the password to access video is abs_surveys).

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities and experience:

- Excellent communication skills and the ability to develop rapport with people
- Resilience
- Self-motivation
- Patience and perseverance
- Good computer skills
- Good organisational skills
- Good attention to detail
- Ability to work flexibly
- Ability to use navigation tools

You need to have access to a reliable, fully insured vehicle and hold a current Australian driver's license.

You need to have access to reliable home internet.

Eligibility

To be eligible for these roles:

- You must be an Australian citizen at the time you apply.
- If you are identified as the preferred applicant, you will be required to undergo several pre-employment checks, including a police records check and a medical assessment.
- Your residential address must be within proximity to the advertised locations.
- You must be available to undertake survey work
    - minimum of two weeks a month
    - up to six days in a week including Saturday
    - up to five nights in a week
    - during school holidays
- You must be available to attend the paid training course (dates to be advised)
- You must have unlimited use of a reliable, lockable vehicle with comprehensive insurance coverage. This coverage will need to cover the vehicle for work duties.
- You must possess a current, valid Australian drivers licence
- You must have access to a private, secure area for a home office to be set up (equipment provided). You must have access to reliable internet service for your home office.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following questions. ***In your responses, please consider the desired skills referenced in section 1 of the Applicant Information Kit:***

Question 1

Why are you interested in this role? What skills/attributes will you bring to this role?

Question 2

The Interviewers are the public face of the ABS. Please tell us about your experience in previous roles dealing with members of the public

Word limit is **300 words per question**, it is recommended that you use at least 75% of the word count.

Please read the attached *Applicant Information Kit* for more information about the position and the recruitment process.

Applications close at 11:30 pm (AEDT), Sunday 12th October 2025. Late applications will not be accepted.

About the Australian Bureau of Statistics

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To Apply

Position Contact	HSO Recruitment, hso.recruitment@abs.gov.au
Agency Recruitment Site	https://abs.nga.net.au/?jati=7043B881-2CDB-019A-E041-E437FA1D02F

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Treasury

Vacancy VN-0763601

Australian Bureau of Statistics

Closing Date:Sunday 12 October 2025

Job Title	ABS Field Interviewer - New South Wales
Job Type	Part-Time, Ongoing
Location	Various locations - NSW NSW
Salary	-
Future Merit Locations	Various locations - NSW
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Field Interviewer
Position Number	25/HSO_INT_NSW
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=A666E452-7DCE-6AFA-AC0B-E4374B01E713

The Australian Bureau of Statistics (ABS) is looking to fill the positions of **Field Interviewers - New South Wales**. We are looking for people to approach household addresses who have been selected to complete an ABS survey. Interviews might be conducted face to face in a respondent's home, or over the phone from your home office.

Locations: Campbelltown, Newcastle, Greenacre

About the area:

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The ABS Household Survey Program consists of the regular Monthly Population Survey and other surveys collectively known as Special Social Surveys.

Duties

About the role:

Interviewers are the public face of the ABS and have an important role in building strong relationships with the public.

All household interviews are conducted using a notebook computer. You will need to be competent with computers. Full training in the use of ABS software and systems is provided.

Interviewers must maintain the strictest confidentiality and security in respect of all information collected and survey materials used. An Interviewer is engaged as an employee of the ABS under s16(2) of the Australian Bureau of Statistics Act 1975 in accordance with Regulation 7 of the Statistics Regulations 2016 and is legally bound to protect the privacy of the information collected.

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To learn more about the Interviewer role – please watch this video (the password to access video is abs_surveys).

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities and experience:

- Excellent communication skills and the ability to develop rapport with people
- Resilience
- Self-motivation
- Patience and perseverance
- Good computer skills
- Good organisational skills
- Good attention to detail
- Ability to work flexibly
- Ability to use navigation tools

You need to have access to a reliable, fully insured vehicle and hold a current Australian driver's license.

You need to have access to reliable home internet.

Eligibility

To be eligible for these roles:

- You must be an Australian citizen at the time you apply.
- If you are identified as the preferred applicant, you will be required to undergo several pre-employment checks, including a police records check and a medical assessment.
- Your residential address must be within proximity to the advertised locations.
- You must be available to undertake survey work
    - minimum of two weeks a month
    - up to six days in a week including Saturday
    - up to five nights in a week
    - during school holidays
- You must be available to attend the paid training course (dates to be advised)
- You must have unlimited use of a reliable, lockable vehicle with comprehensive insurance coverage. This coverage will need to cover the vehicle for work duties.
- You must possess a current, valid Australian drivers licence
- You must have access to a private, secure area for a home office to be set up (equipment provided). You must have access to reliable internet service for your home office.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following questions. ***In your responses, please consider the desired skills referenced in section 1 of the Applicant Information Kit:***

Question 1

Why are you interested in this role? What skills/attributes will you bring to this role?

Question 2

The Interviewers are the public face of the ABS. Please tell us about your experience in previous roles dealing with members of the public

Word limit is **300 words per question**, it is recommended that you use at least 75% of the word count.

Please read the attached *Applicant Information Kit* for more information about the position and the recruitment process.

Applications close at 11:30 pm (AEDT), Sunday 12th October 2025. Late applications will not be accepted.

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To Apply

Position Contact	HSO Recruitment, hso.recruitment@abs.gov.au
Agency Recruitment Site	https://abs.nga.net.au/?jati=A666E452-7DCE-6AFA-AC0B-E4374B01E71

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Treasury

Vacancy VN-0763610

Australian Bureau of Statistics

Closing Date:Wednesday 15 October 2025

People and Place Division
The Centre of Aboriginal and Torres Strait Islander Statistics

Job Title	Assistant Director (EL 1) - Aboriginal and Torres Strait Islander Community Engagement - WA (Affirmative Measure – First Nations)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$117,593 - $135,953
Future Merit Locations	Perth
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements
Classification	Executive Level 1
Position Number	25/CoATSIS_EL1_WA_AM
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=42ECB2CC-9A9A-C59E-1A9A-E438381FC18E

The Australian Bureau of Statistics (ABS) is looking to fill the role of Aboriginal and Torres Strait Islander **Community Engagement Manager (EL1).**

This role is only **open to people that identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measures Guidelines.** This is your opportunity to play a critical role in ensuring the Aboriginal and/or Torres Strait Islander voice and needs are embedded into our work outputs.

About the area

There is increasing demand for higher quality data about Aboriginal and Torres Strait Islander peoples to inform key policy initiatives such as Closing the Gap. The ABS is dedicated to early and ongoing conversations with Aboriginal and Torres Strait Islander peoples to increase the participation in, and relevance of, our statistical collections. The ABS is also committed to returning information to the community and finding better ways of providing access to data.

The Centre of Aboriginal and Torres Strait Islander Statistics has a leadership and coordination role for national statistical activity about Aboriginal and Torres Strait Islander peoples. They engage with communities across a range of statistical activities and outputs such as Aboriginal and Torres Strait Islander health and social surveys, the five-yearly Census of Population and Housing, administrative data, data integration projects, and more.

The section consists of:

- Aboriginal and Torres Strait Islander Community Engagement Managers and Officers spread across Australia
- the section's Director and a team of data and statistical analysts based in Canberra
- an outposted officer to the National Indigenous Australians Agency

The section has key partnerships with community organisations, the ABS Round Table on Aboriginal and Torres Strait Islander Statistics, the National Indigenous Australians Agency, the Productivity Commission, the Department of Social Services, and the Department of Employment and Workplace Relations.

Duties

About the role

We are looking for an Aboriginal and Torres Strait Islander Community Engagement Manager to help the ABS connect and work with Aboriginal and Torres Strait Islander people and communities; and ensure cultural support and guidance is provided to ABS staff.

EL1 responsibilities include:

- helping the ABS connect with, and understand the needs of communities in your region

- collaborating within your team, and across the ABS, to develop advice to deliver positive outcomes for Aboriginal and Torres Strait Islander peoples and communities across Australia
- providing guidance and support for the planning, development and implementation of statistical collections, such as the Census of Population and Housing
- supporting the implementation the Framework for Governance of Indigenous Data and the ABS Reconciliation Action Plan
- building the cultural capability, safety, and integrity of ABS staff and operation.

What we are looking for (selection criteria)

To be suitable as a Assistant Director (EL 1) - Aboriginal and Torres Strait Islander Community Engagement you will have most, or all, of the following skills, qualities and experience:

- Demonstrated ability to build and maintain strong stakeholder relationships across government, community, and partner organisations.
- Proven capability to engage effectively with Aboriginal and Torres Strait Islander communities to align policy and program outcomes with community priorities.
- Demonstrated ability to collaborate with Aboriginal and Torres Strait Islander peoples to provide cultural leadership and advice and perspectives, build staff capability and lead culturally safe practices.
- An understanding of data and statistics and how they can impact and empower Aboriginal and Torres Strait Islander peoples and communities.
- Leading and managing high-performing teams and working effectively within a diverse and geographically dispersed team
- Ability to foster an inclusive and respectful workplace culture
- Ability to represent your community and your organisation in meetings and forums at a variety of levels

Eligibility

To be eligible for these roles you:

- You must be an Aboriginal and/or Torres Strait Islander person (see below).
- You must be an Australian citizen at the time you apply.
- You may need to obtain (or hold) and maintain at least a Baseline security clearance.
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading.

This position is **only** open to Aboriginal and/or Torres Strait Islander peoples. Eligible applicants are persons (and will be confirmed as part of pre-employment checks)

- of Aboriginal and/or Torres Strait Islander descent; and

- who identify as an Aboriginal and/or Torres Strait Islander person; and
- who are accepted by their community as being an Aboriginal and/or Torres Strait Islander person.

Applicants will be required to provide their Aboriginality and/or Torres Strait Islander Confirmation of Heritage when you submit your application or within 12 weeks of the application closing dates and/or before an offer of employment is made. If you have trouble with this, the Recruitment Team and Indigenous Liaison and Strategy Officer can provide support to you in obtaining one.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following:

*In no more than **500 words,** referring to the qualities, skills and experiences listed above in the selection criteria, tell us why you are the ideal person for this role and the ABS. Please include specific examples and achievements that demonstrate your ability to perform the role.*

Applications close at 11:30 p.m. AEDT on Wednesday 15 October 2025. Late applications will not be accepted.

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

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Tracey Harbour, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=42ECB2CC-9A9A-C59E-1A9A-E438381FC18

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Treasury

Vacancy VN-0763398

Australian Securities and Investments Commission

Closing Date:Thursday 09 October 2025

Job Title	Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Perth WA
Salary	$81,396 - $85,659
Future Merit Locations	Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	ASIC/1885742
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226369884

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC is seeking an Analyst – Business Engagement & Enquiries to join the Digital Team. This role has a strong customer service focus combined with general troubleshooting skills and acts as a liaison point between business units, project teams, and IT to resolve customer issues.

- **Sydney, Melbourne or Perth. Open to other locations**
- **$81,396 - $85,659 (depending on experience) + 15.4% superannuation**
- **12-month Fixed Term Contract position**
- **Applications close at 11:59pmAEDT,Thursday 9 October 2025**

The team

The Digital team supports business systems and processes that build excellence in regulatory operations.

The team provides the user-centred design service and manages the ongoing development of the key platform underpinning the regulatory workflows across ASIC – the ASIC CRM, ASIC Regulatory Portal, ASIC Search and related data and document repositories, as well as ASIC's key externally facing digital channels such as the corporate website.

The role

The purpose of the Analyst within the Digital team is to manage enquiries related to OneASIC Regulatory systems, providing expert troubleshooting support.

Responsibilities will include:

- Act as liaison between business units, project teams, and IT to resolve customer issues
- Efficiently resolve or escalate issues with strong verbal communication
- Document technical issues and solutions clearly
- Manage external stakeholder interactions via the ASIC Regulatory Portal
- Support stakeholder training and update learning materials
- Drive process improvement and innovation
- Assist with system enhancements, new products, and releases

- Create clear, user-friendly release communications for non-technical audiences
- Build and maintain relationships with subject matter experts and stakeholders

About you

A successful applicant should possess many or all of the following:

- Relevant degree or experience in customer and stakeholder engagement
- Strong stakeholder management and influencing skills
- Excellent communication and issue resolution abilities
- Skilled in multitasking and prioritising in fast-paced settings
- Understanding of business processes and user reviews
- Experience analysing database information and providing solutions
- Effective problem-solving and issue triage skills
- Team-oriented with strong collaboration experience
- Proficient in Microsoft Dynamics CRM, SharePoint, and similar systems
- Strong customer service and issue resolution skills
- Efficient task management with timely, quality outcomes

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT,Thursday 9 October 2025

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements

- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763411

Australian Securities and Investments Commission

Closing Date:Thursday 09 October 2025

Job Title	Analyst (Permanent)
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Perth WA
Salary	$81,396 - $85,659
Future Merit Locations	Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	ASIC/1885743
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226369987

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC is seeking an Analyst – Business Engagement & Enquiries to join the Digital Team. This role has a strong customer service focus combined with general troubleshooting skills and acts as a liaison point between business units, project teams, and IT to resolve customer issues.

- **Sydney, Melbourne or Perth. Open to other locations**
- **$81,396 - $85,659 (depending on experience) + 15.4% superannuation**
- **Permanent Position**
- **Applications close at 11:59pmAEDT,Thursday 9 October 2025**

The team

The Digital team supports business systems and processes that build excellence in regulatory operations.

The team provides the user-centred design service and manages the ongoing development of the key platform underpinning the regulatory workflows across ASIC – the ASIC CRM, ASIC Regulatory Portal, ASIC Search and related data and document repositories, as well as ASIC's key externally facing digital channels such as the corporate website.

The role

The purpose of the Analyst within the Digital team is to manage enquiries related to OneASIC Regulatory systems, providing expert troubleshooting support.

Responsibilities will include:

- Act as liaison between business units, project teams, and IT to resolve customer issues
- Efficiently resolve or escalate issues with strong verbal communication
- Document technical issues and solutions clearly
- Manage external stakeholder interactions via the ASIC Regulatory Portal
- Support stakeholder training and update learning materials
- Drive process improvement and innovation
- Assist with system enhancements, new products, and releases
- Create clear, user-friendly release communications for non-technical audiences
- Build and maintain relationships with subject matter experts and stakeholders

About you

A successful applicant should possess many or all of the following:

- Relevant degree or experience in customer and stakeholder engagement
- Strong stakeholder management and influencing skills
- Excellent communication and issue resolution abilities
- Skilled in multitasking and prioritising in fast-paced settings
- Understanding of business processes and user reviews
- Experience analysing database information and providing solutions
- Effective problem-solving and issue triage skills
- Team-oriented with strong collaboration experience
- Proficient in Microsoft Dynamics CRM, SharePoint, and similar systems
- Strong customer service and issue resolution skills
- Efficient task management with timely, quality outcomes

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT,Thursday 9 October 2025

About ASIC

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We offer a range of **employee benefits** including:

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- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763426

Australian Securities and Investments Commission

Closing Date:Thursday 02 October 2025

Job Title	Data Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$131,725 - $144,386
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1885717
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226370231

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

The Australian Government has announced the stabilisation of existing business registers and their transfer from the Australian Taxation Office (ATO) back to ASIC, under the Registry Connect (RC) Program. This program aims to deliver reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians.

- **36-Month Fixed Term Contract**
- **Sydney or Melbourne location**
- **Salary from $131,725 to $144,386 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Thursday 2 October 2025**

The team

The **Digital, Data & Technology (DD&T) Portfolio Office** delivers a broad suite of services in portfolio management, project delivery, business planning, and governance to support ASIC's strategic priorities. We work in close partnership with ASIC IT and the newly established RegistryConnect (RC) program to ensure projects are aligned with both strategic direction and operational needs.

The role

The **Data Business Analyst** within the RegistryConnect Program plays a key role in enabling business stakeholders to make data-informed decisions by transforming raw data into actionable insights, supported by visualisation tools such as Power BI.

More specifically, you will:

- Apply ASIC's frameworks and ways of working to support team delivery of project outcomes.
- Partner with the Data BA Capability Lead to ensure team members are equipped to meet business objectives.
- Collaborate with ASIC Registry Business, IT stakeholders, and the AiDA to elicit and document business data requirements.
- Facilitate effective engagement with internal and external stakeholders.
- Translate business requirements clearly for data specialists including Data Modellers, Architects, and Engineers.
- Document data governance requirements and provide ongoing support throughout the project lifecycle, including Privacy Impact Assessments (PIAs).

About you

The ideal candidate for this role is a highly analytical and collaborative professional who thrives in data-driven environments and is passionate about enabling strategic decision-making through meaningful insights. This role requires a blend of business acumen, technical fluency, and stakeholder engagement skills to support the delivery of complex data initiatives.

In addition, you will have:

- Bachelor’s degree or higher in Information Technology, Computer Science, or a related discipline.
- Proven ability to analyse business challenges, identify opportunities, and document clear, actionable business requirements.
- Demonstrated skills in developing user stories and acceptance criteria using DevOps.
- Significant experience in data analysis and profiling using structured query languages (SQL)
- Strong track record of building and maintaining effective stakeholder relationships to achieve outcomes.
- Excellent written and verbal communication skills, with the ability to convey technical concepts to non-technical audiences.
- Solid understanding of data management principles and technologies.
- Experience working within Agile and Scrum methodologies.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT, Thursday 2 October 2025.

About ASIC

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

We offer a range of **employee benefits** including:

· Attractive superannuation

· Additional leave entitlements

- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763428

Australian Securities and Investments Commission

Closing Date:Thursday 02 October 2025

Job Title	Senior Data Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$147,074 - $162,634
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1885735
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226370253

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

The Australian Government has announced the stabilisation of existing business registers and their transfer from the Australian Taxation Office (ATO) back to ASIC, under the Registry Connect (RC) Program. This program aims to deliver reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians.

- **36-Month Fixed Term Contract**
- **Sydney or Melbourne location**
- **Salary from $147,074 to $162,634 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Thursday 2 October 2025**

The team

The **Digital, Data & Technology (DD&T) Portfolio Office** delivers a broad suite of services in portfolio management, project delivery, business planning, and governance to support ASIC's strategic priorities. We work in close partnership with ASIC IT and the newly established RegistryConnect (RC) program to ensure projects are aligned with both strategic direction and operational needs.

The role

The **Senior Data Business Analyst** will play a lead role in the delivery of actionable insights by transforming raw data into meaningful information using tools like Power BI. Operating within ASIC's RegistryConnect Program, the role supports strategic decision-making, drives stakeholder engagement, and ensures alignment between business needs and technical solutions.

More specifically, you will:

- Lead Data Business Analysis practices at ASIC by applying established frameworks and supporting team delivery of project outcomes.
- Champion the Data Business Analysis function and contribute to project success by aligning efforts with business objectives.
- Collaborate with ASIC Registry Business, IT stakeholders, and the CDAO to elicit and document business data requirements.
- Identify opportunities to enhance Data BA processes and promote innovation through effective stakeholder engagement.
- Communicate business requirements clearly to data professionals, including Data Modellers, Architects, and Engineers.
- Define and document data governance requirements, providing support throughout the project lifecycle, including Privacy Impact Assessments (PIAs).

About you

The ideal candidate for this role is a strategic and experienced data professional with significant experience in leading the delivery of actionable insights to support business decision-making. They will bring with them deep expertise in areas such as Data Business Analysis, championing innovation and ensure alignment between data initiatives and organisational goals.

As a confident communicator and trusted advisor, they will also demonstrate a proven ability to foster collaboration across business and technical teams to drive meaningful outcomes.

In addition, you will have:

- Bachelor's degree or higher in Information Technology, Computer Science, or a related discipline.

- Strong ability to analyse business challenges, identify opportunities, and document clear, actionable requirements.
- Proficient in developing user stories and acceptance criteria within DevOps environments.
- Proven experience building and maintaining effective stakeholder relationships to drive outcomes.
- Excellent communication skills, with the ability to translate technical concepts for non-technical audiences.
- Extensive experience in data analysis and profiling using structured query languages (SQL).
- Deep expertise in Databricks and Data Lake technologies.
- Solid understanding of data modelling principles, including Data Vault 2.0 methodology.
- Experienced in collaborating with Data Governance teams and understanding their compliance obligations.
- Significant knowledge of data management principles and the full data lifecycle.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT, Thursday 2 October 2025.

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To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_org

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Treasury

Vacancy VN-0763528

Australian Securities and Investments Commission

Closing Date:Monday 13 October 2025

Job Title	Costs Lawyer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	-
Future Merit Locations	Sydney, Melbourne, Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1882595
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226372387

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Join our team as a Costs Lawyer! You'll play a crucial role in assisting Enforcement teams and Litigation Counsel by calculating and advising on recoverable litigation and investigation costs.

- **Sydney, Melbourne, Canberra or Brisbane (other locations to be considered)**
- **Permanent**
- **Salary range $123,444-$144,180 (plus 15.4% superannuation) depending on experience**
- **Hybrid working – enjoy 2-3 days working from home**
- **Applications close at 11:59pm AEDT, 13 October 2025**

The team

The Legal Services Team is responsible for the delivery of legal services across ASIC and is instrumental in driving ASIC's reputation as a modern and effective regulator and enforcement authority. Legal Services is led by the General Counsel, Executive Director and comprises the following sub-teams: Enforcement Legal Services, Regulatory Legal Services, Corporate Legal Services, the Hearing Delegates Panel, and the Legal Operations Team.

The Civil Litigation team (which is part of Enforcement Legal Services) leads ASIC's in-house litigation practice. Our Litigation Counsel act as a solicitor on the record and are responsible for the conduct of ASIC's regulatory civil litigation in the High Court of Australia, the Federal Court of Australia and the State Supreme Courts.

The Civil Litigation team also manages ASIC's relationships with external law firms and provides strategic guidance in matters where ASIC has engaged an external law firm.

The role

As a Costs Lawyer, you will be required to:

- Assist with calculating and advising on recoverable litigation and investigation costs.
- Prepare documents and brief external costs lawyers.
- Negotiate litigation and investigation costs on behalf of ASIC.
- Recover civil litigation costs in consultation with Litigation and Special Counsel.
- Brief external counsel on cost recovery.
- Provide briefings to Senior Executives and Commissioners.
- Identify and lead process improvement projects for cost recovery.
- Stay updated on ASIC's governance and relevant legislation.
- Ensure external and internal guidance on cost recovery is accurate.
- Develop relationships with internal and external stakeholders.
- Innovate cost recovery processes for the Legal Services team.
- Provide general legal support to Litigation and Special Counsel.

Duties

About you

To excel in this role, you will need a Bachelor's degree in Law, admission to the Supreme Court of an Australian State or Territory as a solicitor or barrister, and a current legal practicing certificate (or eligibility to obtain one) from the relevant State law society. Your demonstrated skills and experience in calculating legal costs, particularly in civil litigation, will be crucial. Strong numerical skills and the ability to negotiate with external stakeholders regarding legal and investigative costs are essential.

Additionally, you should have a proven ability to analyse legal issues, advise on available options, and recommend the best course of action within a regulatory environment. Excellent oral and written communication skills are a must, along with the ability to work independently with limited supervision and be accountable for outcomes. If you are detail-oriented, proactive, and ready to make a significant impact, we want to hear from you!

Your application should include a CV of no more than 3 pages, with a covering letter of no more than 2 pages that addresses the selection criteria in the position description. The position descriptions for these roles can be found on ASIC's Careers page.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development.

To work with us, you also need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

This notice is part of the electronic Public Service Gazette PS39 Weekly Gazette Thursday (Vacancy Notices) - 02 October 2025.pdf Published by Australian Public Service Commission.

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Treasury

Vacancy VN-0763629

Australian Securities and Investments Commission

Closing Date:Wednesday 08 October 2025

Job Title	Executive Assistant
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$94,198 - $101,643
Future Merit Locations	Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 5;APS Level 6
Position Number	ASIC/1883619
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226355691

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney or Canberra location**
- **From $94,198 - $101,643 (depending on experience) + 15.4% superannuation**
- **24-Month Fixed Term Contract**
- **Applications close at 11:59pm AEDT, Wednesday 8 October 2025**

The team

The Digital, Data & Technology (DD&T) group drives transformational change and delivers core technology services across ASIC. It comprises IT, Cyber Security, Data Analytics & AI, Digital Hub, Portfolio Office, Business Management Unit, and programs such as RegistryConnect (modernising our business registers) and Digital Delivery.

The Business Management Unit (BMU) provides business management and executive support services, focusing on forward planning and continuous improvement, to enable smooth business operations and help the DD&T leadership achieve their strategic and operational priorities.

The role

The Executive Assistant provides front line representation and support to Senior Executive Leaders in the group. Through the efficient and proactive management of the Senior Executive Leaders' daily schedule, appointments, and coordination of stakeholder contact, the EA ensures the group is provided with integrated and effective support services.

Your responsibilities will include:

- Provide executive and administrative support to two DD&T executives.
- Manage diaries, coordinate meetings, book rooms/equipment, prepare agendas and meeting documentation.
- Oversee inboxes, task lists, and priorities.
- Prepare papers, correspondence, presentations, and other materials.
- Collate/distribute meeting documents, attend meetings, draft minutes, track action items.
- Coordinate travel, accommodation, and expense reconciliations.
- Support event planning for team onsite and leadership/staff forums.
- Assist with procurement, ensuring PGPA Act compliance.
- Deliver admin support: e-filing, records, org charts, team registers, and distribution lists.
- Help DD&T team adapt to IT changes and new work practices.
- Drive process improvements using digital and AI tools.

About you

You will ideally have the following skills & experience in a corporate of government environment:

- Relevant vocational qualification in office or business management.
- Experience managing the diary and administrative requirements of senior executives in a government agency, financial services, or private sector organisation.
- Ability to work autonomously, manage priorities, and coordinate resources to achieve outcomes.
- Experience preparing presentations using PowerPoint.
- Experience undertaking research, reviewing, and editing documents, to assist with the preparation of responses.
- Experience working with Microsoft products including Outlook, Word, Excel and PowerPoint.
- Experience working with SharePoint or similar content management database.
- Ability to resolve problems, demonstrating analytical and decision-making capability.
- Ability to build and maintain working relationships effectively liaising with the EA network and ASIC staff.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT, Wednesday 8 October 2025.

About ASIC

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We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763631

Australian Securities and Investments Commission

Closing Date:Wednesday 15 October 2025

Job Title	Outsystems Technical Lead
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$163,970 - $174,312
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1886991
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226374141

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney or Melbourne location**
- **$163,970 - $174,312 (depending on experience) + 15.4% superannuation**
- **24-month Fixed Term Contract position**
- **Applications close at 11:59pm AEDT, Wednesday 15 October 2025**

The team

Information Technology Services delivers core IT support and drives major transformation projects across ASIC, including application modernisation, data analytics, mobility, and cloud.

The Digital Applications team builds and maintains portals, integrations, and custom solutions—leveraging cutting-edge technology to deliver seamless digital experiences and position ASIC as a best-in-class regulator in Australia's financial markets.

The role

ASIC is seeking an experienced OutSystems Technical Lead to augment ASIC's existing Digital Applications team and lead a program scrum delivery team, with a focus on designing and delivering innovative digital solutions.

Responsibilities will include:

- Design and develop complex, responsive OutSystems web applications.
- Create detailed designs and proof-of-concept for key components and workflows.
- Provide systems analysis, technical input, and UX recommendations.
- Develop, test, and deploy OutSystems applications.
- Lead technical direction, code reviews, and troubleshooting.
- Align solutions with project goals and architectural standards.
- Ensure compliance with coding, privacy, and security standards.
- Maintain technical documentation and development guidelines.
- Coach and support ASIC staff through knowledge transfer.

About you

A successful applicant should possess many or all of the following:

- 3+ years developing and deploying low-code apps with OutSystems.
- End to end application project delivery with Outsystems.
- 5+ years experience building web applications including delivery experience.
- Deep knowledge of OutSystems architecture, Service Studio, and LifeTime.
- Proven leadership of technical teams in project delivery.
- Skilled in applying human-centered design to web development.
- Experience shaping technical governance for low-code platforms.
- Agile, DevOps, and cross-functional team experience.
- Strong analytical and problem-solving abilities.
- Excellent communicator with stakeholder engagement skills.
- Tertiary qualification in IT, engineering, or related field (desirable).

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEDT, Wednesday 15 October 2025.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763235

Australian Taxation Office

Closing Date:Monday 13 October 2025

ATO Finance
Portfolio Value Management

Job Title	Portfolio Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Upper Mount Gravatt QLD
Salary	$125,291 - $136,595
Future Merit Locations	Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_ESCO_649_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=52AA37B9-8A03-4C62-46F8-E4365B960B3C

Duties

We are seeking highly experienced and driven professionals to join our Portfolio Value Management team.

As a Portfolio Officer, you will support the successful delivery of programs and projects within the ATO change portfolio. You'll act as a trusted adviser, providing guidance on effective governance, the application of corporate methodology and frameworks to support investment decision making, delivery and value realisation of the portfolio.

You will work closely with our business partners and use your expertise to manage and resolve complex problems. You'll provide insights and data to inform the health of the portfolio and to support enterprise decision making.

We aim to ensure the ATO delivers programs and projects seamlessly through a strong focus on change management, leading integrated ways of working and supporting the ATO to prioritise the highest value investments. Our focus is on delivering outcomes that guide the ATO toward its 2025 aspirations—and beyond.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Fiona Bezkorowajnij, (03) 8632 4307
Agency Recruitment Site	https://ato.nga.net.au/?jati=52AA37B9-8A03-4C62-46F8-E4365B960B3C

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Treasury

Vacancy VN-0763246

Australian Taxation Office

Closing Date:Monday 13 October 2025

Office of the Chief Tax Counsel
Various teams

Job Title	Litigation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Box Hill, Brisbane, Dandenong, Hobart, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_LDP_634_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=9C71A9B1-16D8-2112-A794-E4365B88149A

Duties

We are seeking motivated Litigation Officers to join our Law Design and Practice teams.

As a Litigation Officer, you will manage a range of complex disputes, conduct in-depth legal research, draft court documents and correspondence, and represent clients as required. You'll work closely with legal counterparts, manage timeframes, and appear in proceedings involving tax law, debt recovery, and administrative matters.

You will work both independently and collaboratively to manage a range of litigation and legal advisory matters, while supporting senior litigators on complex cases. You'll contribute to the continuous improvement of litigation practices, policy development, and the implementation of technology and reporting enhancements, while actively sharing knowledge and supporting professional growth of early career team members.

You may be placed in one of the following teams:

- Office of the Chief Tax Counsel – Strengthens the tax and super systems by clarifying legal interpretation and application. Our insights guide the ATO, Treasury, Government, and courts on complex issues.
- Litigation and Legal Services – Manages litigation and provides legal advice on tax assessment disputes and the collection and recovery of taxation debts.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Virginia Rands, (02) 9374 2321
Agency Recruitment Site	https://ato.nga.net.au/?jati=9C71A9B1-16D8-2112-A794-E4365B88149A

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

Treasury

Vacancy VN-0763267

Australian Taxation Office

Closing Date:Monday 13 October 2025

Office of the Chief Tax Counsel
Various teams

Job Title	Senior Litigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Box Hill, Brisbane, Dandenong, Hobart, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_LDP_635_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=3222CC62-7A9E-3EDE-453E-E4365C11B0F1

Duties

We are seeking experienced Senior Litigators to join our Law Design and Practice teams.

As a Senior Litigator within the Office of the Chief Tax Counsel business area, you will lead complex litigation and dispute resolution matters, conduct in-depth legal research, and prepare highly complex court documents and correspondence. You'll represent the agency in high-level proceedings involving tax law, debt recovery, and administrative law, while managing strategic relationships with key legal partners.

You will contribute to high-impact litigation that sets legal precedents and informs the interpretation of Australian taxation law. In a strategic leadership role, you'll strengthen organisational capability

and lead initiatives to enhance litigation practices, policy development, technological integration, and reporting frameworks.

You may be placed in one of the following teams:

- Office of the Chief Tax Counsel – Strengthens the tax and super systems by clarifying legal interpretation and application. Our insights guide the ATO, Treasury, Government, and courts on complex issues.
- Litigation and Legal Services – Manages litigation and provides legal advice on tax assessment disputes and the collection and recovery of taxation debts.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	Virginia Rands, (02) 9374 2321
Agency Recruitment Site	https://ato.nga.net.au/?jati=3222CC62-7A9E-3EDE-453E-E4365C11B0F

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Treasury

Vacancy VN-0763272

Australian Taxation Office

Closing Date:Thursday 16 October 2025

Enterprise Strategy and Design
Design, Behaviours and Research

Job Title	Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_ESCO_651_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=5D1BE188-7E58-3AAC-87F1-E4369687B0F9

Duties

We are seeking passionate Designer to join our Design, Behaviours and Research team.'

As a Designer, you will apply a substantial depth of design knowledge and expertise to enable clients to meet their design requirements. You'll provide technical and procedural guidance on complex, multiple and diverse design issues. You may lead or contribute to a design engagement and provide technical and procedural guidance on complex design issues. You'll apply expert knowledge of the broader impact and implications of activities of the wider work group to resolve unique problems.

You will undertake assurance activities, consider and advance business improvement or user experience opportunities for clients and staff. You'll build and maintain customer relationships by engaging with internal and external stakeholders to meet their design needs.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

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To Apply

Position Contact	ATO Design, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=5D1BE188-7E58-3AAC-87F1-E4369687B0F9

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Treasury

Vacancy VN-0763277

Australian Taxation Office

Closing Date:Thursday 16 October 2025

Enterprise Strategy and Design
Design, Behaviours and Research

Job Title	Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$90,596 - $96,042
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_ESCO_652_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=9CADDCDD-5392-CA4F-2392-E43697017BBB

Duties

We are seeking a passionate Designer to join our Design, Behaviours and Research team.

As a Designer, you will build and maintain working relationships with stakeholders, while providing exceptional customer service in performing a range of design activities. You may lead or contribute to a design engagement and provide technical and procedural guidance on complex design issues. You'll apply a good understanding of the broader impact and implications of activities of the wider work group to solve complex issues. You'll identify and propose business improvement or user experience opportunities for clients or staff.

You will develop an understanding and knowledge of parts of the ATO business, and use it to make connections across the organisation. This includes taking a broader view across whole-of-government and the community.

You will build your capability and support your team's development in the ATO design methodology. You'll develop and maintain working relationships, while providing outstanding service.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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To Apply

Position Contact	ATO Design, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=9CADDCDD-5392-CA4F-2392-E43697017BB

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Treasury

Vacancy VN-0763284

Australian Taxation Office

Closing Date:Monday 13 October 2025

Enterprise Strategy and Design
Committees Hub

Job Title	Governance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$97,816 - $112,312
Future Merit Locations	Canberra, Parramatta, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_ESCO_648_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=EC6E54C4-1623-5D79-1D44-E434F95D0A24

Duties

We are seeking an experienced Governance Officer to work with the Committee Hub within the Strategy and Governance branch.

As a Governance Officer, you will apply specialist knowledge to develop and implement governance frameworks, policies, and procedures. You'll work with a range of partners and provide technical expertise in accordance with relevant legislation and policies. You'll mentor others in the overall integrity and efficiency of agency operations.

You will contribute to shaping a culture of strong governance across the organisation. You'll help ensure that decision-making processes are transparent, accountable, and aligned with strategic objectives. You'll foster collaboration and build trusted relationships between senior leaders and key internal and external partners in embedding sound governance practices.

This role also provides excellent career development opportunities, giving you exposure to enterprise-level committees, senior executives, and strategic priorities that will build your professional capability and broaden your expertise.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Kristina Nelson, 0481 476 492
Agency Recruitment Site	https://ato.nga.net.au/?jati=EC6E54C4-1623-5D79-1D44-E434F95D0A24

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Treasury

Vacancy VN-0763369

Australian Taxation Office

Closing Date:Wednesday 15 October 2025

Frontline Operations
Various teams

Job Title	Frontline Operations Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Albury NSW, Box Hill VIC, Burnie TAS, Gosford NSW, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$90,596 - $96,042
Future Merit Locations	Sydney, Brisbane, Adelaide, Albury, Box Hill, Burnie, Gosford, Dandenong, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_FO_673_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=71E016F6-13CF-C711-1034-E436D605737F

Duties

We are seeking motivated individuals to join our Frontline Operations group.

As a Frontline Operations Specialist, you will play a pivotal role in supporting and enhancing staff capabilities while driving business improvements across Frontline Operations to support clients in meeting their taxation, registration and superannuation obligations. You'll collaborate closely with your team and stakeholders to identify improvements, resolve issues, and evaluate feedback to improve staff and client experiences. You will apply sound judgment and operate within established frameworks to ensure the quality and consistency of information and client interactions.

Depending on your area of expertise you may:

- provide complex technical, legislative, and procedural advice to clients and colleagues
- be responsible for researching and interpreting policies
- resolve complex enquiries, ensuring the accuracy and integrity of client records
- contribute to the development and delivery of diverse learning solutions, aligned with business needs and informed by stakeholder consultation

- undertake business analyst tasks, such as identifying and scoping improvement initiatives, and interpreting data and process insights
- contribute to project work, prepare legal notices, and undertake debt recovery actions in line with the ATO's legal obligations
- utilise analytical skills to help drive informed decisions and positive client outcomes in a multi-channel scheduled environment.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Myra Henry, (02) 9354 6788
Agency Recruitment Site	https://ato.nga.net.au/?jati=71E016F6-13CF-C711-1034-E436D6C5737F

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Treasury

Vacancy VN-0763370

Australian Taxation Office

Closing Date:Wednesday 15 October 2025

Frontline Operations
Various teams

Job Title	Frontline Operations Specialist (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Dandenong VIC, Penrith NSW, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$90,596 - $96,042
Future Merit Locations	Sydney, Dandenong, Penrith, Adelaide, Albury, Box Hill, Brisbane, Burnie, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Perth, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_FO_574_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=5A01D2D4-D4E5-4C21-56EE-E436D5C252EC

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking motivated individuals to join our Frontline Operations group.

As a Frontline Operations Specialist, you will play a pivotal role in supporting and enhancing staff capabilities while driving business improvements across Frontline Operations to support clients in meeting their taxation, registration and superannuation obligations. You'll collaborate closely with your team and stakeholders to identify improvements, resolve issues, and evaluate feedback to improve staff and client experiences. You will apply sound judgment and operate within established frameworks to ensure the quality and consistency of information and client interactions.

Depending on your area of expertise you may:

- provide complex technical, legislative, and procedural advice to clients and colleagues
- be responsible for researching and interpreting policies
- resolve complex enquiries, ensuring the accuracy and integrity of client records
- contribute to the development and delivery of diverse learning solutions, aligned with business needs and informed by stakeholder consultation
- undertake business analyst tasks, such as identifying and scoping improvement initiatives, and interpreting data and process insights
- contribute to project work, prepare legal notices, and undertake debt recovery actions in line with the ATO’s legal obligations
- utilise analytical skills to help drive informed decisions and positive client outcomes in a multi-channel scheduled environment.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

About the Australian Taxation Office

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To Apply

Position Contact	Myra Henry, (02) 9354 6788
Agency Recruitment Site	https://ato.nga.net.au/?jati=5A01D2D4-D4E5-4C21-56EE-E436D5C252E

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Treasury

Vacancy VN-0763502

Australian Taxation Office

Closing Date:Thursday 16 October 2025

International, Support and Programs
Revenue Performance

Job Title	Revenue Performance Economist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Hobart, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_678_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=D87AB469-E3C6-B39A-B846-E437FC9AA447

Duties

We are seeking dedicated and experienced Economists to join the Revenue Performance Branch within International, Support and Programs, and build community confidence and trust through the administration of a world-class tax and superannuation system.

As a Revenue Performance Economist, you will work with internal and external business partners to implement and interpret tax revenue performance measures that are defensible, meaningful and reliable. This will involve applying economic, statistical, mathematical and behavioural research methods to deliver, maintain and/or improve econometric models underpinning tailored performance measures.

You will be required to undertake qualitative and quantitative analysis of large data sets, test hypotheses and forecast trends related to performance measurement. You'll analyse taxpayer populations, including factors influencing their behaviours, and how their circumstances or ATO interventions influence their choices.

You will provide advice and technical expertise, develop forecasts and models, conduct your own research and analysis, and communicate findings in an easily understandable manner to a range of internal and external stakeholders. You may lead a small operational team and will review the quality of work undertaken by others within a work group, as well as contribute to building team capability.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=D87AB469-E3C6-B39A-B846-E437FC9AA44

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Treasury

Vacancy VN-0763531

Australian Taxation Office

Closing Date:Thursday 16 October 2025

International, Support and Programs
Revenue Performance

Job Title	Revenue Performance Senior Economist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Perth WA, Townsville QLD
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Hobart, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_686_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=C410ECF9-3368-B27E-71B1-E4380060718E

Duties

We are seeking dedicated and experienced Economists to join the Revenue Performance Branch within International, Support and Programs and build community confidence and trust through the administration of a world-class tax and superannuation system.

As a Revenue Performance Senior Economist, you will work with internal and external business partners to develop, implement and interpret tax revenue performance measures that are defensible, meaningful and reliable. You will, or lead a small team, to apply economic, statistical, mathematical and behavioural research methods to deliver, maintain and/or improve econometric models underpinning tailored performance measures and analysis for the ATO’s programs that are fit-for-purpose, principled and well-founded.

You may lead a small team to undertake qualitative and quantitative analysis of large data sets, test hypotheses and forecast trends related to performance measurement.

You will apply best practice to enhance business performance within an evolving environment, on various issues and communicating findings in an easily digestible manner to a range of internal and external stakeholders. You’ll manage, coach and mentor junior team members, and contribute to the preparation and presentation of various presentations including training material.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=C410ECF9-3368-B27E-71B1-E4380060718E

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0763491

Australian War Memorial

Closing Date:Wednesday 15 October 2025

Corporate Services
Corporate Services Human Resources

Job Title	Recruitment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$75,022 - $81,775
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4
Position Number	25-118
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://awmjobs.nga.net.au/?jati=2E86E3EC-5E75-A644-61DF-E437FBF626DC

Working at the Memorial offers opportunities to help commemorate those men and women who have sacrificed so much in the service of the nation.

The Memorial's employees contribute greatly towards its outstanding achievements, and in return enjoy a satisfying and rewarding work environment, excellent training and development opportunities, and a range of flexible employment conditions.

Among the many benefits of working at the Memorial, there is ample free parking, an onsite café, Poppy's, an active and friendly social club, and proximity to Civic (Canberra's shopping and business centre).

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

Duties

Under general supervision, the Recruitment Officer plays a key role in supporting the Memorial's recruitment processes and general HR functions. This role sits within a team of four which covers both Recruitment and Workforce Development. Reporting directly to the Recruitment Manager the role works collaboratively with Memorial staff and business areas to guide and promote best practice recruitment outcomes. The role requires a high level of customer service, dealing with the public and internal staff enquiries via email and phone. The role also provides general administrative support to the HR Team.

Responsibilities:

- Provide assistance and advice to internal and external clients in relation to the Memorial's recruitment processes and procedures.
- Manage the daily workflow relating to multiple recruitment in-boxes, responding to applicant queries and formatting and forwarding information for Selection Panel consideration.
- Provide processing and data entry for the Memorial's recruitment process using an e-recruitment system, including advertising roles to multiple platforms, checking validity of applications, packaging and distributing applications, booking scribes, producing contracts and work orders and sending notifications to all applicants.
- Manage the day to day financial operations of the HR Team, such as raising purchase orders, goods receipting invoices, tracking payments and budgets, credit card reconciliation and entering general data into the financial system.
- Manage the administrative aspects of the Memorial's volunteers, internships, and other programs as they arise.
- General administration duties such as photocopying/scanning, filing mail, stationery orders.
- Support to other HR projects and areas as required.
- Has a sound understanding of Acendre (eRecruit) or similar HR Information or Recruitment Management System.

Eligibility

Employment with the Australian War Memorial is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with the Australian War Memorial, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Police Check – The preferred applicants will be required to successfully undergo a police record check. The preferred applicants must be willing to disclose all relevant and required information.

Notes

In your application you should provide a copy of your current Resume/CV.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Tayla Freney, employment@awm.gov.au
Agency Recruitment Site	https://awmjobs.nga.net.au/?jati=2E86E3EC-5E75-A644-61DF-E437FBF

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0763577

Australian War Memorial

Closing Date:Wednesday 08 October 2025

Corporate Services
Corporate Services

Job Title	Recruitment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$75,022 - $81,775
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4
Position Number	25-120
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Under general supervision, the Recruitment Officer plays a key role in supporting the Memorial's recruitment processes and general HR functions. This role sits within a team of four which covers both Recruitment and Workforce Development. Reporting directly to the Recruitment Manager the role works collaboratively with Memorial staff and business areas to guide and promote best practice recruitment outcomes. The role requires a high level of customer service, dealing with the public and internal staff enquiries via email and phone. The role also provides general administrative support to the HR Team.

Duties

- Provide assistance and advice to internal and external clients in relation to the Memorial's recruitment processes and procedures.
- Manage the daily workflow relating to multiple recruitment in-boxes, responding to applicant queries and formatting and forwarding information for Selection Panel consideration.
- Provide processing and data entry for the Memorial's recruitment process using an e-recruitment system, including advertising roles to multiple platforms, checking validity of applications, packaging and distributing applications, booking scribes, producing contracts and work orders and sending notifications to all applicants.
- Manage the day to day financial operations of the HR Team, such as raising purchase orders, goods receipting invoices, tracking payments and budgets, credit card reconciliation and entering general data into the financial system.
- Manage the administrative aspects of the Memorial's volunteers, internships, and other programs as they arise.
- General administration duties such as photocopying/scanning, filing mail, stationery orders.
- Support to other HR projects and areas as required.

- Has a sound understanding of Acendre (eRecruit) or similar HR Information or Recruitment Management System.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Tayla Freney, employment@awm.gov.au
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0763641

Australian War Memorial

Closing Date:Thursday 09 October 2025

Corporate Services
Corporate Services Buildings and Services

Job Title	Facilities Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$75,022 - $81,775
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4
Position Number	25-123
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

Under general direction, the Facilities Officer works as part of a small team and, as required, assists the Buildings and Services Section in a variety of tasks including administrative, facilities and project support as required.

Duties

- Under general direction perform the following Building and Services operations including:
  - Assist the Senior Facilities Officer with the detailed development of operational procedures for implementation by the facilities team

    - Provide effective client service, including liaising with staff to determine facilities requirements and to resolve clients' needs which may include following procedures and identifying alternate solutions.
    - Liaising with contractors regarding a range of facilities matters.
    - Undertake non-complex facility related projects as required, including but not limited to entering and monitoring energy consumption, and managing the Minor New Works process.
    - On the job training of less experienced or new team members, including delivering site inductions to contractors and staff.
    - Provide administrative and facilities support for the Buildings and Services Section including, but not limited to financial monitoring, raising purchase orders, goods receipting, and other duties as required.
    - Coordinate stores including movement of furniture and performing audits of Memorial property.
- Workers are to abide by and further the principles and practices of Work Health and Safety as outlined in the WHS Act, taking reasonable care for their own health and safety and ensuring that their acts or omissions do not adversely affect the health and safety of other persons. Undertake manual handling and movement of a range of items including but not limited to furniture, equipment, bollards and boxes.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Jana Johnson, 02 6206 9863
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0763499

Department of Veterans' Affairs

Closing Date:Thursday 16 October 2025

Ministerial, Engagement and Communication
Communications

Job Title	Director - Digital Services and Design
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$153,912 - $173,235
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	EXT-2025-0284
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Digital Services and Design team is part of the Communications Branch, which plays a critical role in delivering DVA's digital communication services. This includes managing social media, audio-visual content, graphic design, and web development and publishing functions.

We are seeking a highly motivated and experienced leader with demonstrated expertise in Government website management, digital communication, social media, graphic design and video production. You will bring a strong record of leading multidisciplinary teams across digital media, web services and creative design disciplines, with the ability to shape and deliver innovative communication strategies that achieve measurable impact.

The ideal candidate will demonstrate strong leadership and people management skills, fostering a collaborative and high-performing team culture. You will have the strategic capability to align digital platforms and products with whole of government standards while driving continual improvement and innovation in digital storytelling.

Importantly, you will be motivated by improving the wellbeing of veterans and their families, ensuring your work is grounded in delivering clear, accessible and impactful communication that makes a meaningful difference to the community we serve.

Your ability to engage and influence stakeholders at all levels, combined with excellent judgement, creativity and a commitment to accessibility, branding and digital governance will ensure the delivery of consistent, high-quality communication services on behalf of the department.

Duties

- managing and developing a multidisciplinary team across digital communication, social media, video production, graphic design and web services functions.
- providing strategic leadership and business improvements to deliver consistent, high-quality content and platforms
- ensuring accessibility, usability and alignment with whole-of-government standards
- overseeing the maintenance and continual improvement of the department's digital platforms
- driving innovation in digital storytelling, aligned with DVA's communication priorities
- collaborating with internal and external stakeholders to ensure timely and strategic delivery of digital communication products and services
- overseeing digital governance, including adherence to branding, accessibility, privacy and digital policy requirements
- providing authoritative advice to senior leaders and translate complex priorities into effective digital solutions
- actively manage workflow, priorities and risks to deliver high-quality outcomes
- build and maintain trusted working relationships across the branch, department and with external stakeholders
- supporting the development of staff and fostering a positive, collaborative team culture.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We are committed to fostering a diverse and inclusive workplace and actively encourage applications from Aboriginal and Torres Strait Islander peoples, individuals with disabilities, LGBTQIA+ individuals, people from culturally and linguistically diverse backgrounds, as well as veterans and their family members.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Ingrid Nagy, 0499 767 275
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0763519

Department of Veterans' Affairs

Closing Date:Thursday 16 October 2025

Open
Clinical Operations

Job Title	Outreach Program Coordinator / Clinician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Maroochydore QLD
Salary	$101,449 - $115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2025-0285
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms – Veterans & Families Counselling is Australia's leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. We focus on meeting client needs through a combination of proven clinical practices, new and emerging evidence-based approaches.

Outreach Program Coordinators (APS 6) work within the Open Arms Division of the Department of Veterans' Affairs (DVA), providing coordination and management of the Open Arms Outreach Provider Program inclusive of Outreach Program Clinicians, Group Program Facilitators, external Clinical Supervisors and partnership referrals.

Clinicians (APS 6) work within the Open Arms Division of the Department of Veterans' Affairs (DVA) providing counselling services to current and former serving Australian Defence Force (ADF) personnel, their partners and families. They apply extensive knowledge and experience gained from a relevant background in psychology, social work, counselling, occupational therapy or nursing to build rapport with clients, understand their unique experiences and work with them to identify goals that will enhance mental health and wellbeing.

Duties

Please refer to the Candidate Information Pack for list of duties.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration **OR**
- Currently hold or ability to obtain a Working with Children check.

In addition to the above, one of the following:

- Qualifications as a registered Psychologist / Occupational Therapist / Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker with membership of the Australian Association Social Workers (AASW) on commencement, **OR**
- A Masters-level counselling qualification and registration with PACFA as a Registered Clinical Counsellor or with ACA at Level 3 or Level 4.

Notes

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

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Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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To Apply

Position Contact	Siobhan Delgado, 07 3352 8700
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0763570

Department of Veterans' Affairs

Closing Date:Thursday 16 October 2025

Service Design, Finance & Integrity Taskforce
Finance and Procurement Financial Operations

Job Title	Assistant Director - Financial Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$127,621 - $140,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	EXT-2025-0286
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Finance and Procurement Branch is responsible for managing all relationships with external Departments, Agencies and organisations and provides strategic financial services across the department.

The Financial Operations Section is responsible for ensuring a high-quality financial environment for the department through robust governance and processes and by providing accurate and timely guidance on financial operational matters. The Section delivers accounts payable and

receivable, treasury management, financial systems administration, travel and purchase card management.

The Department of Veterans' Affairs, Financial Operations Section is looking for an Assistant Director - Financial Systems to lead, manage and provide technical advice on Financial Management Information Systems (E5 QSP Financials, Expense8 and TechnologyOne) and will be an integral part of a team implementing a new Financial Management Information System, TechnologyOne in 2025.

Duties

- Maintain current Financial Management Information System E5 QSP Financials System.
- Coding and running adhoc SQL queries to generate data extracts for Senate Estimates, data analysis, and audit enquiries and develop dashboards and reports for the senior leadership.
- Preparation and approval of end of month processes.
- Liaise with Services Australia programmers and FMIS interface contacts on technical matters.
- Manage the data migration process and master data tidy-up.
- Assist with the implementation of new Financial Management Information System (TechnologyOne).
- Management of E5 QSP Financials System, Expense8 and TechnologyOne, including system architecture and configuration changes, user access maintenance, help desk enquiries, train new system users and system testing.
- Manage the ongoing development, implementation, system performance and quality assurance of the financial management systems and processes used.
- Provide expertise and technical knowledge in Financial Systems.
- Lead, supervise and develop a team.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide assistance and factual advice in a timely manner.
- Manage prioritisation of own workloads and those of team, ensuring work activities are completed to agreed timeframes and standard, undertake quality assurance reviews of information and work, and ensuring quality customer service and advice.

Eligibility

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To Apply

Position Contact	Nick Stanton, 0476 511 167
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763322

Bureau of Meteorology

Closing Date:Sunday 12 October 2025

Business Solutions
Agriculture and Water

Job Title	Water Sector Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019169 & 60019166
Agency Website	

Job Description

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

The Developer – Water Sector plays an integral part in the Bureau's Water Markets Reform program, which aims to improve trust and transparency in water trading across the Murray–Darling Basin. A key responsibility of this program is to develop the digital platforms that facilitate the collection and sharing of national water information. Additionally, the Developer – Water Sector will support the seamless transition of the Water Market Reforms program responsibilities and resources into the BAU operations of the Water Regulations and Standards section and to the Data and Digital Group (DDG).

The role will focus exclusively on the Bureau's water systems and requires an experienced developer with full stack proficiency and strong AWS cloud and applications experience, to maintain system alignment with the evolving Water Act, Water Regulations and Water Market Data Standards. This is achieved through significant industry consultation, regular release cycles and industry wide regression testing. Given the critical role the systems play supporting the Bureau's regulatory functions and obligations and as this position will represent the Bureau in external technical forums, an ability to understand the regulatory framework and the industry, together with operating to the highest standards of reliability, accuracy and professionalism will be required.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and an ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

The responsibilities of the role include but are not limited to:

1. Contribute to the detailed design and development of significant elements of new solutions, Web applications, Web services, APIs and databases, with clear documentation on the code produced.

2. Form a key part of delivery teams to uplift legacy systems and develop integrated digital water solutions incorporating AWS cloud.

3. Closely collaborate with the Bureau's DevOps and Test specialists to ensure that CI/CD, and Testing are performed according to the Bureau Application Excellence Framework (AEF) development standards and other standards where applicable.

4. Take responsibility for the performance, quality and testability of code produced.

5. Collaborate closely with the internal team and external partners to understand and agree deliverables, provide status updates and conduct integrated testing.

6. Provide support and ongoing maintenance of the suite of water applications.

7. Communicating concepts and delivering showcases to technical and business stakeholders.

8. Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy

9. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for their own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Mandatory

• 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.

• Demonstrated examples of the development of AWS Cloud services for frontend development such as Cognito, Amplify, AppSync, as well as deployment by AWS CDK.

• Proven expertise with:

o Front-end Languages and Frameworks (Typescript, React, Drupal)

o Python for backend API development,

o Relational Database Management Systems specifically PostgreSQL or MSSQL,

o Version Control (CI/CD Gitlab),

o Testing (React Testing Library), and

• Experience in providing technical input to implement a solution based on the architecture, design and business guidance.

Desirable

• Experience with:

o Power Platform development with an understanding of Microsoft Power Apps, Power Automate and Power BI,

o Networking (firewalls, policies, access control and endpoint security),

o AWS Cloud services for frontend development such as Cognito, Amplify, AppSync, as well as deployment by AWS CDK.

• Professional experience in Commonwealth water agencies, state government water agencies, or other water sector organisations or businesses.

• Experience in real-time data processing techniques and message bus technologies.

• Experience with microservice architecture.

• Experience of DevOps and DevSecOps methodologies.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Alasdair Scott, alasdair.scott@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763344

Bureau of Meteorology

Closing Date:Thursday 09 October 2025

Business Solutions
Agriculture and Water

Job Title	Delivery Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Darwin NT, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$135,402 - $152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60017756
Agency Website	

Job Description

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

The Delivery Lead will be responsible for the delivery of a project or portfolio of projects within the Agriculture and Water sectors. The Delivery Lead is required to work with the Bureau's EPMO and Program Manager as applicable to plan and develop detailed documentation for the delivery of each project. The Delivery Lead will take responsibility for the delivery of their assigned projects and manage finances, risks, issues, organisational change management and communications in line with the Bureau's Project Delivery Framework.

The role will be expected to be able to interact effectively across a diverse range of skillsets included ICT experts, policy development, technical writing, procurement and PMO functions. To be successful in the role the Delivery Lead must be able to meet deadlines, sustain high quality outputs, marshal broad expertise towards common outcomes, and have a meticulous approach to project documentation and standards.

The position will report to the Section Manager, Water Regulations and Standards and will work closely with project managers, technical leads, architects, business analysts, business SMEs and vendors.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and an 800-word pitch that considers role responsibilities and selection criteria.

Duties

The responsibilities of the role include but are not limited to:

1. Ensure effective project control including the management of change, RAID, schedule and budget in accordance with the Bureau's Project Delivery Framework.

2. Collaborate proactively with Business Engagement Leads, and Bureau IT governance and support teams to ensure seamless project progression, alignment with strategic objectives, and timely resolution of issues.

3. Participate in the development of project business cases to maximise the likelihood of project success by ensuring there is a clear rationale for change, optimal solutions are evaluated and selected, requirements are clear and there is a plan for their delivery, and the initiative has genuine management commitment and support.

4. Establish governance structures appropriate to achieve delivery success through regular status updates and decision making as required, ensuring ongoing alignment with objectives or varying via change control, and discerning involvement of relevant stakeholders and management of expectations.

5. Form and manage project teams, including the procurement of external providers, and allocating and overseeing activities to ensure quality and timely delivery.

6. Maintain an in-depth understanding of the Bureau's Water IT systems and their lifecycle roadmaps.

7. Work with a level of independence, under broad direction, to resolve issues and deliver quality outcomes.

8. Support the delivery of the Agriculture and Water Program Plan and undertaking other tasks related to Bureau priorities as required.

9. Promote and manage relationships and key strategic alliances with internal and external stakeholders, community groups, business sponsors and service providers.

10. Represent the Bureau in public, government and industry forums, in a professional manner that represents the quality and trust associated with the Bureau brand.

11. Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy

12. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for their own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Mandatory qualifications

• A degree or diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties.

• 5 years' experience in Project Management.

• Demonstrated achievement of project delivery, managing scope, budget, schedule and expectations in projects valued at more than $5m.

• People management experience with the ability to foster a shared sense of direction, drive a team culture of high performance, and lead staff to deliver.

• Demonstrated experience working with technically complex projects involving high volume transactions, very large data sets and the integration of multiple technologies.

• Previous experience working across divergent stakeholder groups including government agencies.

• Ability to adapt communication style and approach as needed to engage, influence, manage conflict, and facilitate outcomes that are in the interest of the Program.

• Demonstrated approach which is pragmatic, flexible, self-aware, and results driven.

• Good working knowledge of agile methodologies.

• The candidate must have or state their agreement to obtain (at Bureau expense) a baseline security clearance.

Desirable qualifications

• Professional experience in Commonwealth water agencies, state government water agencies, or other water sector organisations and businesses would be highly valued.

• Knowledge and experience of the Bureau's water information function.

• Previous experience working on large transformation projects.

Notes

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

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To Apply

Position Contact	Idske Galema, Idske.Galema@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763346

Bureau of Meteorology

Closing Date:Friday 10 October 2025

Data & Digital
Application Services

Job Title	Senior EBS Support Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60011852
Agency Website	

Job Description

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

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- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

This role is part of the Enterprise Business Systems Group (EBSG). The EBSG supports the Bureaus SAP Enterprise Resource Planning System (ERP) but also provides support for communications channels with external Edge tools including the Concur Expense and Travel Management Solution, the Bureau's Organisational Charting Tool, the BoMCareers Recruitment system, and the UKG (Kronos) Enterprise Rostering Solution.

The Senior EBS Support Officer is accountable for the development, modification, implementation and/or maintenance and administration of the Bureau’s SAP HCM module and/or provide advice on specialist activities, which may include the formulation of technical or policy advice for senior management.

The successful candidate must be technically competent in the SAP HCM ECC6 system and processes, have a good understanding of APS conditions of service as well as experience in the operation, configuration, and testing of HR-payroll systems in an APS environment, preferably SAP HR (HR-PS). They must also be a capable communicator, a fast learner, and be efficient in resolving significant issues, particularly around the fortnightly payroll submissions.

The Senior EBS Support Officer will work closely with Enterprise Services in providing support and advice on the SAP HCM system to ensure the SAP ERP solution remains stable and operational. The role should also advise the EBSG Manager on future directions of the SAP HCM system.

Duties

1. Undertaking the development, modification, implementation and/or maintenance and administration of the Bureau’s SAP HCM module and/or provide advice on specialist activities, which may include the formulation of technical or policy advice for senior management.
2. Providing advice on technical issues and/or provide technical direction which is significant to the operations of the Bureau’s SAP HCM systems.
3. Providing SAP Training requirements to both the functional and support sections. Review and develop system documentation, particularly in any new system developments/modifications.
4. Investigating SAP HCM enhancements and if necessary, develop these enhancements for Bureau specifications.

5. Liaising with Bureau's Finance Programme to ensure SAP HCM system provides all accurate and correct data to ensure the Bureau meets financial obligations of FMA.
6. Liaising with Organisational Development Programme to ensure Bureau Conditions of Service are achieved within the SAP HCM.
7. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

Notes

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To Apply

Position Contact	Derek Luh, derek.luh@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763375

Bureau of Meteorology

Closing Date:Monday 20 October 2025

Data & Digital
Service & Infrastructure Management

Job Title	Senior Infrastructure Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW, Canberra ACT, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60000850
Agency Website	

Job Description

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

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- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Bureau of Meteorology is seeking a qualified Senior Infrastructure Engineer to provide support of day-to-day platform operations.

The successful applicant will be a key member of the Service & Infrastructure Management/ Platforms Services section within the Data and Digital group.

In this role, you will be required to work in a team-based environment and will take a significant role as part of a team in providing support of day-to-day platform operations. This will require responsibility for installation, configuration, security, and operational support of ICT data centre platform services.

Occasional work in a controlled Data Centre environment may be required. This may include limited heavy lifting of equipment (in-line with WH&S policies and applied controls). The successful candidate will comply with all Bureau work, health and safety policies and procedures, and take reasonable care for their own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

The successful candidate will be able to prioritise competing requirements in consultation with the infrastructure team, leading to effective and efficient job performance with limited direction.

Duties

The responsibilities of the role include but are not limited to:

1. **Documentation and Design:** Generate professional documentation for all aspects of Data Centre Compute and Storage infrastructure for a range of audiences. Create high and low-level design documents to guide deployments.
2. **Problem-Solving and Support:** Employ investigative skills to troubleshoot issues, offering support and guidance to users. Provide advice and assistance in a cooperative manner to IT specialists.
3. **Research and Evaluation:** Investigate issues and emerging technologies, making informed recommendations on software and hardware acquisitions.
4. **Deployment and Testing:** Lead implementation and migration planning, including the execution of test plans to validate new services and ensure they meet production requirements.
5. **Stakeholder Engagement:** Work with stakeholders to facilitate smooth migrations to new Data Centre environments, drafting and implementing detailed migration procedures.
6. **Change Management and Optimization:** Participate in Technology Change Management to ensure infrastructure availability and efficiency during transitions.
7. **Capacity Management:** Oversee capacity management to ensure infrastructure scalability, performance optimization, and efficient resource use.
8. **Technical Expertise:** Showcase deep knowledge in ICT Network technologies like VMware Virtualisation, various Enterprise Storage and Backup solutions, and physical server technologies.
9. **Security and Compliance:** Uphold security standards and compliance with regulations, implementing protective measures and monitoring adherence to policies to mitigate risks.

Eligibility

- Australian Citizenship
- The successful candidate is required to obtain and maintain a Negative Vetting Level 1 Security Clearance

Notes

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To Apply

Position Contact	Kamal Krishnan, (03) 9669 4752
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763376

Bureau of Meteorology

Closing Date:Friday 10 October 2025

Data & Digital
Service & Infrastructure Management

Job Title	Senior Storage Engineer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60000989
Agency Website	

Job Description

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

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Position overview

The Bureau of Meteorology is seeking a highly skilled Senior Storage Engineer to manage and optimise our enterprise storage, backup, and archiving infrastructure.

You will be a key member of the Service & Infrastructure Management / Platform Services section within the Data and Digital Group, providing technical leadership across a diverse portfolio of enterprise platforms.

This role requires deep expertise in storage technologies, backup and recovery platforms, and archive solutions. You will ensure the resilience, performance, and scalability of Bureau systems that underpin critical operations.

Occasional work in controlled Data Centre environments may be required. This may include limited heavy lifting of equipment in line with WH&S policies.

Duties

The responsibilities of the role include but are not limited to:

1. Design & Documentation – Develop high- and low-level design documents for storage, backup, and archive infrastructure; maintain clear operational documentation.
2. Administration & Support – Manage enterprise storage and backup platforms including Dell EMC SDS Isilon, Commvault, NetBackup, Tivoli Storage Manager (TSM), Versity ScoutAM/ScoutFS, and Spectra Logic Tfinity tape libraries. Provide technical support, troubleshooting, and escalation management.
3. Capacity & Performance Management – Monitor and plan for capacity, performance optimisation, and scalability to meet evolving business needs.
4. Deployment & Migration – Lead deployment, configuration, testing, and migration activities for storage and backup platforms, ensuring minimal disruption.
5. Research & Evaluation – Assess new technologies, standards, and practices; provide recommendations for adoption.
6. Change Management – Participate in change control, ensuring adherence to Bureau standards and compliance.
7. Stakeholder Engagement – Collaborate with internal and external stakeholders to deliver effective and efficient storage and backup services.
8. Leadership & Mentoring – Provide technical guidance and mentoring to team members and other IT specialists.
9. Security and Compliance: Uphold security standards and compliance with regulations, implementing protective measures and monitoring adherence to policies to mitigate risks.

Eligibility

- Australian citizenship
- The successful candidate is required to obtain and maintain a Negative Vetting Level 1 Security Clearance

Notes

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To Apply

Position Contact	Kamal Krishnan, (03) 9669 4752
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763379

Bureau of Meteorology

Closing Date:Sunday 12 October 2025

Enterprise Services Group
Business Management Property Services

Job Title	Aviation Leasing Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Darwin NT, Canberra ACT, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019423
Agency Website	

Job Description *https://bomcareers.nga.net.au/cp/*

The Bureau partners with the aviation industry to enhance the safety and efficiency of flight operations through a network of automatic weather observation systems located at airports across Australia. These systems provide real-time weather reports and alerts essential for air traffic controllers, pilots, and other aviation stakeholders.

Equipped with advanced sensors and intelligent data processing, the systems deliver accurate, high-resolution weather observations. This supports comprehensive situational awareness of weather conditions on the ground and in surrounding airspace.

These observations play a critical role in:

• Aeronautical meteorological reporting and forecasting

• Air traffic management and control

• Pilot flight planning and decision-making

In addition to supporting aviation, the data contributes to the Bureau’s broader weather monitoring network, benefiting emergency services, industries, and the general public by improving the accuracy of forecasts and severe weather warnings.

The Aviation Leasing Manager will be responsible for managing the Bureau's leasing activities as they relate to the Aviation Industry requirements, ensuring security of tenure for industry funded Bureau operations.

The successful applicant will possess the following attributes:

1. Demonstrated experience in complex Commonwealth property leasing (knowledge and experience with Commonwealth leasing is mandatory and knowledge and experience in Aviation/Airport leasing is highly desirable.

2. A thorough understanding of the relevant Commonwealth and all State laws relating to leasing, is mandatory.

3. Demonstrated knowledge of the Commonwealth Property Management Framework, Land Acquisitions Act 1989 and Public Governance, Performance and Accountability Act 2013 (PGPA).

4. A proven ability to operate with a strategic focus.

5. A proven ability to plan, prioritise and deliver a complex project in a Commonwealth context.

6. A proven track record of building and maintaining strong and diverse internal and external relationships.

7. Proven ability to succeed in complex negotiations.

8. Proven ability to interpret complex tenure agreements.

9. Proven ability in Native Title and Cultural Heritiage where it relates to land tenure.

10. Excellent leadership, interpersonal, communication and team management skills.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and a ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

The responsibilities of the role include but are not limited to:

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

2. Assist and support the planning and information gathering for the aviation activities. Drive and monitor the onboarding of new sites related to the annual aviation deliverables, ensuring that proactive actions are taken to ensure all sites, lease and licence agreements are valid.

3. Lead the negotiations for new aviation leases, lease renewals, licence agreements, options and market rent reviews ensuring the best possible outcome for the Bureau.

4. Operates, and if applicable ensure the team is compliant, under the responsibilities and limits of authority of the Commonwealth Property Management Framework and the Land Acquisitions Act 1989.

5. Maintain accurate records on leasing related services and activities and provide accurate reports and follow set procedures and processes.

6. Liaise with solicitors to prepare and execute contractual documents.

7. Provide strategic advice to internal and external stakeholders on both complex and non-complex property issues with a solutions-based approach.

8. Develop and provide recommendations for sustainable and practical strategies that ensure the success of the aviation deliverables.

9. Liaise with Observing Systems Operations on aviation deliverables. Attend all aviation related meetings as required.

10. Other duties as directed by the National Leasing Manager.

11. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice policies.

Eligibility

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

Notes

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To Apply

Position Contact	Daniel Hannan, daniel.hannan@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763394

Bureau of Meteorology

Closing Date:Friday 17 October 2025

Data & Digital
Application Services

Job Title	Applications Engineer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60013376
Agency Website	

Job Description

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- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

This role sits within the Extreme Weather unit, part of the Application Services Program in the Data and Digital Group. The unit is responsible for delivering critical 24/7 support and preventative maintenance for a suite of forecasting software systems essential for extreme weather predictions, including thunderstorms, tropical cyclones, and radar data processing.

As an Applications Engineer, you will play a key role in a team that develops, supports, upgrades, and manages these extreme weather applications. Your primary focus will involve working on radar data processing systems and meteorological observation extraction and reporting tools. This position requires proficiency in Linux, C/C++, Perl, PHP, Python, and Bash. You will collaborate with various teams to manage data delivery, server configuration, support, and training.

Additionally, you will work closely with the Bureau's IT teams to ensure the seamless operation of critical applications, rapidly address operational challenges, optimise existing systems, and facilitate the deployment of new systems. Regular interaction with IT specialists, forecasters, policy managers, and other stakeholders for planning and reporting will be an integral part of your role.

The software systems you will manage are classified as critical Category 1 applications, which must maintain 24/7 availability and meet the highest standards of reliability, accuracy, and professionalism. This may include participating in an after-hours roster as required.

Excellent technical analysis, problem solving, communication and teamwork skills are required, as well as flexibility and a willingness to learn new technologies. The occupant will be involved with interactions with application and system vendors as well as other technical teams and forecasting experts across the Bureau.

Duties

The responsibilities of the role (under limited direction) include but are not limited to:

1. Development and maintenance of applications within established standards and agreed SLAs / timelines
2. Investigation and resolution of incidents and problems within agreed SLAs
3. Testing, packaging and deployment of configuration and software changes
4. Developing and maintaining system documentation, including user documentation and standard operating procedures for support
5. Ensuring adherence to Technology Policies and Procedures, including Incident, Problem and Change Management
6. Continuous Improvement of systems, standards and processes for best practice
7. Planning and prioritising tasks effectively to meet support SLAs and agreed timelines
8. Liaising effectively with colleagues, management, internal customers and stakeholders to achieve role outcomes
9. Other duties as required
10. Participation in an out of hours on call support roster
11. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Australian citizenship
- Available for after-hours roster restriction.
- Successful candidates may be required to obtain and maintain a Negative vetting 1 security clearance from the Australian Government Security Vetting Agency (AGSVA).

Notes

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To Apply

Position Contact	Yen Le, yen.le@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763396

Bureau of Meteorology

Closing Date:Friday 10 October 2025

Data & Digital
Planning & Architecture

Job Title	Enterprise Architect
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$135,402 - $152,073
Future Merit Locations	Melbourne, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60011878
Agency Website	

Job Description

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

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- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Planning and Architecture Program is seeking a talented and dynamic Enterprise Architect with significant strategic, communication, interpersonal, and organisational skills. The Enterprise Architect will have a focus on technology and can work in a strategic manner across all programs.

This role will assist in collating and developing Enterprise Technology Solutions) to be used by all users at the Bureau, as well as in the development and maturity of the Planning and Architecture future state.

Under broad direction, the Enterprise Architect will have a focus on uplifting Environment design implementation and governance and will undertake or assist with the functions of:

- Enterprise Adoption and Transformation including the input into the development, publishing and maintenance of various policies, procedures, guide, and reference artefacts to assist the Bureau technology use across all teams and programs. This will include activities such as:
    - Environments for use by all departments including Research, SIG, R2O, E&R, BSG, CSG, DDG, ESG.
    - Input and Maintenance of the appropriate components of the Technology Reference Model (TRM)
- Technology Roadmap Development: Set the strategic direction to support long-term technology planning and investment aligned to the business trajectory.
- Technology Investment Planning: Assist GM Planning & Architecture with investment planning and recommendations to CITO where technologies matching business requirements are to be considered used
- Business Domain Architecture: Working with the Lead Architect, Chief Architect and other members of the Planning and Architecture team as well as operational staff across DDG to help develop and manage the Bureau architecture patterns and practices and generate solutions in accordance with business requirements.

The successful candidate will have:

- Experience in, designing, developing and Implementing Solutions for Meteorological solutions including understanding of the ability to support 24 by 7 operationally critical systems, both on-premise, in the cloud or a hybrid.

- Experience and understanding of the Bureau domains including Scientific Research and transition to Operations.
- Well-developed engagement and communication skills.

Duties

The responsibilities of the role include but are not limited to:

1. Assist the Lead architect in the creation and maintenance of technology reference artefacts.
2. Assist in developing patterns and solution and architectural building blocks as required.
3. Ensure high level designs are consistent with the Bureau's architectural principles and reference architectures.
4. Develop and present solution options, and guidelines for projects to develop, implement, test, operate, monitor, and sustain.
5. Ensure that solutions comply with Service Level Agreements and business continuity requirements.
6. Maintain key relationships with business areas and colleagues in the Data and Digital Group, SIG, and other key user groups.
7. Ensure Guidelines and Reference Architecture artefacts are defined and endorsed by the Architecture Review Group to allow implementation of the design.
8. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
9. Commitment to APS Values, Employment Principles, Code of Conduct, and the Bureau's Social Justice Strategy.

Eligibility

- Australian citizenship
- The successful candidate will be required to obtain and maintain a Baseline Security Clearance with the Australian Government Security Vetting Agency

Notes

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To Apply

Position Contact	Nick Merambeliotis, 0403881707
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763402

Bureau of Meteorology

Closing Date:Sunday 12 October 2025

Enterprise Services Group

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available to be negotiated subject to operational requirements
Classification	APS Level 5
Position Number	60016097
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking to fill the Executive Assistant role to support the Group Executive (GE) Enterprise Services/Chief Operating Officer, based in Melbourne. At an APS 5 level this role has a range of duties and activities to support the senior executive as well as assisting to ensure the Office of the Group Executive Enterprise Services is managed effectively.

The work within the Enterprise Services Group (ESG) is very diverse. The ESG partners with business areas across the Bureau to design and deliver integrated enterprise-wide solutions to ensure the Bureau delivers outcomes to its customers and stakeholders and to enable the Bureau to govern and manage its business well.

As the Executive Assistant you will be required to undertake work that is moderately complex to complex in nature and operate under limited direction. You will be accountable for organising your workflow and making independent decisions relating to the management of the Office of the Group Executive and perform a broad range of support functions.

In these roles you will get to see and learn the work across the Bureau. It can be a fast-paced busy environment where things can change quickly, and you will need to be flexible and agile in supporting the Office of the Group Executive. A high level of initiative and common sense is required, along with excellent organisational skills. Strong relationship skills are needed in support of collaboration and work with people to manage the diary, the inbox, the prioritisation of work, the projects, and activities within and across the Bureau's Groups.

As the successful candidate, you will be well organised, demonstrate a high-level of initiative, have the ability to manage competing priorities, work independently, as well as collaborating effectively. The role requires a high degree of professionalism, judgement, and discretion and you will proactively anticipate the needs of your Group Executive and exercise flexibility and resilience.

The environment you work within is very supportive and enables you to grow and learn and to make the role your own.

Duties

Proactively, and under limited direction, the responsibilities include:

- Anticipate the needs of the Group Executive to ensure the office runs smoothly and is efficient and effective.
- Work with the Executive Officer to support the work and management of the office.
- Manage the office which includes, but is not limited to:

a. providing high level executive and administrative support to assist in the management of the office workload and work priorities

b. monitoring and tracking incoming documents to ensure correspondence is triaged, prioritised, and drawing their attention to matters of importance to ensure they are actioned accordingly

c. managing and organising the diary, including scheduling meetings and appointments and any meeting room requirements

d. assisting in the organisation of internal and external meetings

e. undertaking secretariat functions including preparing communications for meetings, minute taking and following up on action items

f. organising travel arrangements and assisting with financial management activities including credit card acquittals, monthly accruals, procurement activity and invoice processing

g. supporting payment and processing of invoices,

h. undertaking filing and records management functions ensuring records are accurate, complete and are managed in accordance with policy

i. preparing and updating working documents to support communication with staff in particular the leadership team and tracking papers

j. streamlining and implementing work efficiencies to assist with a high volume of work

k. managing a range of regular and ad-hoc matters on behalf of the office, showing initiative and discretion.

- Providing project and corporate coordination support, including assisting with the coordination of the program's input into the Corporate Plan, Group and Program Plan, Culture Action Plan, and Annual Report, and other briefing material.
- Maintain relationships with stakeholders (internal and external to the Bureau) and assist with the resolution of moderately complex to complex issues, responding to stakeholder needs and expectations as required.
- Demonstrate commitment to APS Values, Employment Principles and Code of Conduct, and diversity and inclusion.
- Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

Ability to obtain and maintain a Baseline Security Clearance

Qualifications & experience

Demonstrated experience as an EA (or similar) or providing administrative support to a senior manager and/or high-level office coordination experience.

Notes

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To Apply

Position Contact	Erin MacLatchy, Executive Officer to the Group Executive, erin.maclatchy@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763403

Bureau of Meteorology

Closing Date:Friday 10 October 2025

Data & Digital
Planning & Architecture

Job Title	Solution Architect
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60018006
Agency Website	

Job Description

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

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- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Planning and Architecture Program is seeking a talented and Solution Architect with significant strategic, communication, interpersonal, and organisational skills.

The Solution Architect will have a focus on technology and can work in a strategic manner across all programs.

The Solution Architect will work within the Architecture team with guidance from the Lead Architect, Senior Architects as well as the Chief Architect, to produce solution architecture across projects from multiple groups across the Bureau.

Duties

The responsibilities of the role include but are not limited to:

1. Assist the Lead architect in the creation and maintenance of reference artefacts.
2. Assist in developing patterns and solution and architectural building blocks as required.
3. Ensure Conceptual and Solution Architecture Descriptions are consistent with the Bureau's architectural principles and reference architectures.
4. Ensure that solutions comply with Service Level Agreements and business continuity requirements.
5. Ensure Guidelines and Reference Architecture artefacts are defined and endorsed by the Architecture Review Group to allow implementation of the design.
6. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
7. Commitment to APS Values, Employment Principles, Code of Conduct, and the Bureau's Social Justice Strategy.

Eligibility

- Australian Citizenship
- The successful candidate will be required to have or to obtain and maintain a Baseline Security Clearance with the Australian Government Security Vetting Agency

Notes

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To Apply

Position Contact	Nick Merambeliotis, 0403881707
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763408

Bureau of Meteorology

Closing Date:Friday 10 October 2025

Data & Digital
Planning & Architecture

Job Title	Business Analyst - Digital
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Melbourne, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	New
Agency Website	

Job Description

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

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Position overview

The Business Analyst provides business analysis services to Bureau's initiatives and projects. The focus of this position is to work closely with the business to gain in-depth understanding of the business strategy, processes, services, roadmap, information systems, processes, services and the context in which the business operates. This role will be key to understanding business processes from end-to-end to identify operational, financial, and technological risks.

Responsibilities will include a full range of project activities and assisting project managers on larger more complex projects related to operational business functions that affect team members and providers at the market level. Periodically the role will work with the BA Capability Lead to undertake a review of the existing portfolio of inflight projects within their domain and propose a plan to uplift requirements to support delivery of those projects. Ongoing the role will work with Business Engagement Leads to review scope/ draft business requirements to support Idea Proposals and Business Cases within their Domain Area. They may be required to support projects that do not have dedicated delivery BAs, coaching SMEs/PMs to undertake requirements documentation and traceability.

Duties

The responsibilities of the role include but are not limited to:

1. Responsible for the investigative work to determine requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, and organisation change.
2. Responsible for analysing and monitoring of website performance, optimisation of website and mobile content and structure and enhancement of user experience including design, usability and customer journey analysis and mapping, to inform digital development.
3. Collaborates with stakeholders at all levels, ensuring alignment with Agile methodologies and digital delivery processes - across the lifecycle of a project ensuring the business needs are delivered etc.
4. Identify, create and facilitate process design changes by conducting business and systems process analysis and design at a complex level; focusing on quality improvement and data management; ensuring data is reliable and valid; developing process improvements or re-engineering and recommending elimination; integrating new systems and processes with existing ones; and partnering with internal and external customers to ensure systems provided meet the long-term business strategies.
5. Provide and support the implementation of business solutions by building relationships and partnerships with key stakeholders; identifying business needs; determining and carrying out

necessary processes and practices; monitoring progress and results; recognising and capitalising on improvement opportunities; and adapting to competing demands, organisational changes and new responsibilities.
6. Support the development of business cases, defining business need and potential benefits, options for achieving these benefits, associated business risks, and ensuring subsequent project delivery traces back to the original business case.
7. Facilitating collaboration with peers across the organisation; articulating ideas and viewpoints to senior management, peers and others; supporting project delivery to the project portfolio pipeline in line with digital delivery processes; and holding self and team accountable for results.
8. Adherence and quality assurance for the business analysis framework across the project delivery lifecycle, championing the value of requirements management principles and driving adoption of and adherence to policies and standards.
9. Obtain and maintain the required level of Security Clearance applicable to the work being undertaken.
10. Commitment to APS Values, Employment Principles, Code of Conduct, and the Bureau Way
11. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian citizenship

Notes

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To Apply

Position Contact	Aileen Basile, aileen.basile@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763514

Bureau of Meteorology

Closing Date:Wednesday 15 October 2025

Data and Digital Group
Service & Infrastructure Management Program

Job Title	Manager, Network Sustainment
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$135,402 - $152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60000999
Agency Website	

Job Description

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

The Bureau is an Agency in the Australian Government's Climate Change, Energy, Environment and Water portfolio.

As Australia's national weather, climate and water agency, the Bureau’s expertise and services assist Australians in preparing for, and responding to the harsh realities of their natural environment. Through regular forecasts, warnings, monitoring and advice spanning the Australian

region and Antarctic territory, the Bureau provides one of the most fundamental and widely used services of government.

We are seeking an experienced senior Information Technology manager to lead the Network Project and Innovation team, which is responsible for the maintenance and support of the Bureau’s network project and enhancement tasks.

In order to fulfil this role the applicant must have:

• A background supporting complex integrated technology products and services

• Experience in managing a team of Network Engineers supporting the data network, unified communications systems, and meteorological data collection network

• Strong technical network background

• Effective communication and leadership skills

• The ability to craft and input into detailed policy and tender processes.

• Proven experience in managing IT Network projects and/or direct involvement in managing/coordinating IT Network projects.

Duties

The responsibilities of the role include but are not limited to:

1. Lead and manage a team of experienced Network Engineers supporting a complex environment, ensuring that incidents and problems are resolved in a timely manner, in close collaboration with other ICT groups.

2. Manage and provide support to the migration of the current network to the future state.

3. Conduct ICT procurements, prepare tenders, and manage ongoing service payments against approved annual budget.

4. Lead and participate in design, development and implementation of network projects. Your strong technical background and experience will reflect the successful timely project delivery.

5. Lead the management and lifecycle ownership of network devices, from procurement to End of Life.

6. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

7. Support Bureau Work Health and Safety (WHS) initiatives and provide leadership in complying with Bureau WHS procedures and policies.

Eligibility

Qualifications

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

Notes

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To Apply

Position Contact	Sam Rubae, 03 9669 4991
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763546

Bureau of Meteorology

Closing Date:Wednesday 15 October 2025

Data & Digital Group
Service & Infrastructure Management Program

Job Title	Senior SOE and Application Packaging Engineer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019448
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking a qualified Senior SOE and Application Packaging Engineer to provide support to all its Nationwide footprint based out at the Bureau's Melbourne location.

The successful applicant will be a key member of the Service & Infrastructure Management – End User Services (EUS) section within the Data and Digital group and will manage the day-to-day operations with minimal direction and engage in project work when they arise. You will have a key focus on ensuring an exceptional customer experience along with contributing to make the Bureau more productive, collaborative, and innovative.

On a day-to-day basis provide Support to subscribers of ICT services including (not limited) to auditing, configuration, maintenance including support of software, hardware, and associated peripherals within supported ICT operating environments namely - Windows, Linux, and MacOS environments.

The successful applicant will also be expected to provide advice, recommendations and report on all matters pertaining to ICT on both corporate and operational support related to the flow of meteorological information.

In addition, the successful applicant will be required to take ownership and continuously improve end user activities end to end, enabling our staff a modernised end user experience.

A calm assertive demeanour is required to ensure accountabilities are assigned and blockages overcome. The successful applicant will have proven practical experience in dealing with internal colleagues including senior leaders and external customers including vendors.

The successful applicant will be ITIL certified and will be expected to participate in the development, implementation, and continuous service improvements.

The successful applicant will:

• Hold a Baseline security clearance, upgrading to Negative Vetting Level 1 (requirement for this role).

• Have proven excellent written and verbal communication skills which will be required to liaise with internal colleagues, support teams, management, customers including vendors.

• May be required to be available for on-call roster basis - applicable penalties applied.

Duties

The responsibilities of the role include but are not limited to:

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

2. Established system administration skills across supported operating environments (Windows, Linux and MacOS) including ability to apply security practices being adopted/mandated across meteorological systems.

3. Provide strong leadership for services being delivered, demonstrating innovating qualities and continuous improvement to functions aligned to their remit including coaching/mentoring and demonstrating leadership characteristics.

4. Provide specialist advice on ICT systems for environments supported including an ability to manage tight timeframes, setting priorities, meeting tight timelines/deadlines and continuously developing new or established workflows/procedures aligned to practices being undertaken in achieving team goals which are aligned to the groups vision and mission with an emphasis on providing continuous service improvements.

5. Established system administration skills across supported operating environments (Windows, Linux and MacOS) including ability to apply security practices being adopted/mandated across meteorological systems.

6. Provide proficient advice and recommendations including being able to report on all matters pertaining to ICT aligned to the EUS services remit. Promote the "Shift-Left" strategy across EUS with the focus on continuous process improvements with a focus on self-service.

7. Utilise analytical skillset including an ability to contribute into ICT continuity/improvement processes which will feed into overall Business continuity processes and Disaster Recovery Plans for areas of responsibility.

8. Utilise knowledge base techniques in providing prompt service delivery including demonstrated customer service techniques. Utilise problem solving skills and an ability to coordinate activities with other subject matter experts including external parties such as vendors when required.

9. Engage with key stakeholders on a range of ICT matters, providing advice and feedback with a view to resolve or triage with an emphasis of service improvement including (not limited) attending key stakeholder forums and leadership forums.

10. Proven understanding of ITIL concepts with a focus on Incident, Problem and Change Management.

11. Use sound liaison and communication skills (written and verbal) and the ability to provide input into (not limited):

• Standard Operating Procedures (SOP)

• Knowledge Base (KB)

• Proficiently resolving service requests/incidents whilst managing expectations (measured

• against SLA's and KPIs)

• Contribute into ICT continuity group plans

12. Use IT Service Management processes to support services and requests, including ITIL service delivery for matters pertaining to all EUS services.

13. Work flexibly and cooperatively with others to achieve team goals. Set work priorities, meet deadlines, and continuously develop workflows and procedures aligned to practices being undertaken with an emphasis of providing continuous service improvements.

14. Actively apply the principles and practices of Workplace Health and Safety, Workplace Diversity, Participative Workplace Practices, and other elements of the Bureau’s Social Justice Strategy - http://www.bom.gov.au/careers/social-justice.shtml

Eligibility

Qualifications & experience

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

A baseline security clearance with the view of obtaining Negative Vetting Level 1 (NV1) which is required for this role. ITIL Foundation v3 Certification

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Scott Hayes, (03) 9669 4191
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763550

Bureau of Meteorology

Closing Date:Wednesday 15 October 2025

Data & Digital Group
Service & Infrastructure Management

Job Title	EUS Program Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60015376
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking a qualified End User Services Program Manager to oversee and coordinate the various projects, products, strategic initiatives and service offerings across its Nationwide offices.

Based out at the Bureau's Melbourne office, and part of a team spread across multiple offices, the successful applicant will be expected to provide strong leadership, manage in-flight End User Services projects, provide asset lifecycle governance, oversee contracts and maintain strong vendor relationships.

The successful applicant will be a key member of the Service & Infrastructure Management – End User Services (EUS) section within the Data and Digital group and on a day-to-day basis work closely with the End User Services Managers as well as internal teams to maintain and improve ICT assets and services. scheduling, licence maintenance including procurements of software, hardware, and any associated peripherals within supported ICT operating environments namely - Windows, Linux, and MacOS environments.

A calm assertive demeanour is required to ensure accountabilities are assigned and blockages overcome. The successful applicant will have proven practical experience in dealing with internal colleagues including senior leaders and external customers including vendors.

In addition, the successful applicant will maintain vendor contract management relationships, monitor trends, perform auditing and tracking of overall asset health compliance.

If an applicant is successful, the application will:

• Be ITIL certified and will be expected to participate in the development, implementation, and continuous service improvements.

• Have proven practical experience in dealing with internal colleagues including senior leaders and external customers including vendors.

• Hold a minimum Baseline security clearance, upgrading to Negative Vetting Level 1 (requirement for this role).

• Have proven excellent written and verbal communication skills which will be required to liaise with internal colleagues, support teams, management, customers including vendors.

Duties

The responsibilities of the role include but are not limited to:

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

2. Provide oversight and support in project planning / forecasting, scheduling, reporting, review, and execution of deliverables.

3. Work with asset management owners on assisting with the end-to-end management of IT assets including vendor relationships and contract management.

4. Provide mentoring and management of group members, strong leadership for services being delivered, demonstrating innovating qualities and continuous improvement to functions aligned to their remit including management of strategic partners and vendors.

5. Provide specialist advice on ICT system environments supported by EUS, including an ability to manage tight timeframes, setting priorities, meeting tight timelines/deadlines.

6. Continuously developing new or established workflows/procedures aligned to practices being undertaken in achieving team goals which are aligned to the group's vision and mission with an emphasis on providing continuous service improvements.

7. Utilise analytical skillset including an ability to contribute into ICT continuity/improvement processes which will feed into overall Business continuity processes and Disaster Recovery Plans for areas of responsibility.

8. Utilise knowledge base utilities in providing prompt service delivery including demonstrated customer service techniques. Utilise problem solving skills and an ability to coordinate activities with other subject matter experts as required.

9. Engage with key stakeholders on a range of ICT matters, providing advice and feedback with a view to resolve or triage with an emphasis of service improvement including (not limited) attending key stakeholder forums and leadership forums.

10. Use IT Service Management processes to support services and requests, including ITIL service delivery for matters pertaining to all EUS services.

11. Work flexibly and cooperatively with others to achieve team goals. Set work priorities, meet deadlines, and continuously develop workflows and procedures aligned to practices being undertaken with an emphasis of providing continuous service improvements.

12. Use sound liaison and communication skills (written and verbal) and the ability to provide input into (not limited):

• Standard Operating Procedures (SOP)

• Knowledge Base (KB)

• Proficiently resolving service requests/incidents whilst managing expectations (measured against SLA's and KPIs)

• Contribute into ICT continuity group plans

13. Actively apply the principles and practices of Workplace Health and Safety, Workplace Diversity, Participative Workplace Practices, and other elements of the Bureau’s Social Justice Strategy - http://www.bom.gov.au/careers/social-justice.shtml

Eligibility

Qualifications & experience

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

A baseline security clearance with the view of obtaining Negative Vetting Level 1 (NV1) which is required for this role. ITIL Foundation v3 Certification.

Notes

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To Apply

Position Contact	Scott Hayes, (03) 9669 4191
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762515

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 09 October 2025

Gas & Liquid Fuels
Liquid Fuels Security & Strategy National Fuel Security

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Brisbane, Adelaide, Hobart
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2025/2446
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The Gas and Liquid Fuels Division provides policy advice and delivers policy reforms and programs that underpin the reliable and affordable supply of gas and liquid fuel. Australia's liquid fuel supplies are essential for the nation's security and underpin the operation of our economy. The Division works to ensure liquid fuel can be reliably delivered to support Australia's growing economy and essential services as we transition to net zero emissions. The Division works to maintain our domestic refining capability, build our domestic fuel reserves, return Australia to compliance with our International Energy Agency (IEA) membership obligations, increase our emergency preparedness, bring forward improvements to fuel quality, and maintain security of critical inputs to our transport energy system such as Diesel Exhaust Fluid. We identify and facilitate opportunities to support the fuel market transition and enhance Australia's energy security.

The Division strives to give staff at all levels the opportunity to participate in collaboration, consultation and problem solving and is committed to the continued development of our culture. The Division champions and pursues three key themes, supported by an action plan:

- Grow Our People.

- Be Amazing Leaders.
- Promote Health and Wellbeing.

The Division has a Staff Consultative Committee, Policy Steering Committee, Capability Development Series and Weekly Divisional Newsletter to support the implementation of the action plan. The Division is committed to work life balance and staff wellbeing and is fully supportive of flexible work arrangements, including remote working, where they align with business and personal needs.

The Liquid Fuels Security and Strategy Branch works across government to develop and deliver strategic policy, programs, laws and other governance arrangements to support liquid fuel security and energy transition.

The National Fuel Security Team plays a central role in safeguarding Australia’s access to reliable, affordable, and equitable liquid fuels as the nation transitions to a net zero emissions future. Operating within the Liquid Fuel Security and Strategy Branch, the team leads the delivery of the National Fuel Security work program and coordinates the branch’s engagement on national security issues. We work across government and industry to monitor and strengthen fuel resilience, support legislative reform, and drive strategic stakeholder engagement—including with Defence, DFAT, and critical infrastructure sectors. With a strong culture of collaboration, learning, and integrity, the team is committed to designing and implementing policies, programs, and governance frameworks that enhance fuel security while aligning with broader climate and energy objectives.

Duties

The job

- Lead and contribute to policy development by researching, analysing, and drafting advice on liquid fuel security, energy transition, and related national security issues.
- Prepare high-quality written materials, including Cabinet submissions, ministerial briefs, and policy papers, ensuring complex issues are communicated clearly to non-expert audiences.
- Interpret and apply legislation, policy, and regulatory frameworks to inform advice and ensure compliance with government objectives.
- Monitor and analyse energy markets to identify trends, risks, and opportunities for reform.
- Identify and raise issues, risks, and opportunities for improvement, using critical thinking and sound judgment to provide evidence-based recommendations.
- Build and maintain strong stakeholder relationships, liaising with internal and external partners, including government agencies, industry, and critical infrastructure sectors.
- Contribute to a positive team culture, sharing knowledge, mentoring colleagues, and supporting collaborative problem-solving.

Desirable qualifications

Tertiary qualifications in public policy, economics, law, international relations, energy, or a related discipline.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Eligibility and other requirements

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline** Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling which can be worked from Adelaide, SA - Brisbane, QLD - Canberra, ACT - Hobart, TAS - Melbourne, VIC - Perth, WA or Sydney, NSW.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Sharnel Conrick, 02 5162 2667
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763241

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Monday 13 October 2025

Legal
Several Several

Job Title	Senior Legal Officer - Multiple roles
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Adelaide SA
Salary	$124,861 - $152,915
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/2529
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The Legal Division is managed by the Chief Counsel and is comprised of both lawyers and non-lawyers. Together we are responsible for all legal services required by the department. We partner with the business areas of the department, the Executive, and the Secretary to identify and manage legal risk across the department and facilitate excellent legal outcomes for our clients.

As a member of the Division, you will be involved in interesting and important work which may span environment protection, energy, climate change, heritage, and on-ground operations in Commonwealth national parks and Antarctica.

The Legal Division operates in a fast paced, exciting environment. We focus on ensuring our staff are supported and developed so that they are in the best position to take on and enjoy the challenges of the work. We provide competitive conditions and remuneration and provide opportunities for lawyers to either specialise or diversify their skills, while learning from and being supported by highly skilled senior lawyers.

Work across the Legal Division includes:

- Advising on commercial matters including procurements, underwriting arrangements, funding activities, and other financial arrangements (including work on key projects such as Marinus Link and Capacity Investment Scheme, as well as supporting the operations of the Australian Antarctic Division, the Commonwealth's water purchasing programs, and ICT procurements).
- Supporting the department deliver on the Government's ambitious legislative reform agenda, including reforms to environmental and cultural heritage laws and climate change and energy legislation.
- Providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions and investigations.
- Managing the department's litigation across a broad range of matters including merits review, judicial review, regulatory enforcement, commercial disputes, and Work Health and Safety matters, in a range of Courts and Tribunals.
- Developing legal risk and mitigation strategies, particularly in areas of novel or complex work.
- Developing and coordinating legislation bids and processes.
- Developing legal guidance resources and policies and delivering training to the department.
- Providing advice on privacy, data protection, disclosure of information and secrecy provisions.
- Coordinating freedom of information requests.
- Providing administrative and financial support services to the Division.

We have a number of opportunities across the practice for Senior Legal Officers. If you enjoy a challenge and want to work in a team in a fast-paced and exciting legal environment, then this is the role for you. A merit pool will be established for future opportunities.

For more information about us please visit our website.

Duties

As a Senior Legal Officer, you will provide high quality legal services in an in-house environment, including legal research, analysis and problem-solving advice.

These positions support the leadership of the Division, and you will assist with driving the vision and direction as set out by the Principal Legal Officer and the Senior Executive.

You will be responsible for motivating, mentoring and, supervising Legal Officers in your team to deliver on initiatives and goals whilst striving to create an inclusive, responsive and effective environment.

In this role you will:

- Use your technical legal expertise to provide clear, concise, and practical legal advice that meets the needs of the client.
- Work on complex and sensitive matters with a significant degree of autonomy.
- Work in a team within the Division which specialises in a particular area of law, or which services a particular area of the department.
- Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Work with client areas to understand their business and be their main point of contact for their legal needs.
- Settle routine and moderately complex work prepared by other lawyers.
- Supervise and mentor junior lawyers where appropriate.
- Help identify where external advice is required and prepare documentation seeking quotes and engaging external legal providers.
- Assist the Principal Legal Officer with management of the team by making suggestions, contributing to team discussions, and identifying areas for innovation.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Mandatory qualifications** – Bachelor of Laws and admitted to practice in Australia.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Dominic Rule, 0468 558 106
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763341

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 16 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu National Park / KNP - Business Management

Job Title	Fleet and Equipment Officer
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$84,794 - $93,020
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2025/2694
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

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.

Who we are

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

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

The Business Management Unit is responsible for overseeing the financial, administrative, and strategic operations within the jointly managed park. As part of this team, you will contribute to effective planning, resource allocation, and coordination between partners to support the park's sustainable management and operational goals.

Duties

The Job

Fleet and Equipment Management

- Maintain accurate registers for all vehicles, plant, and equipment, including ownership, leasing, and hire arrangements.
- Oversee vehicle registration, insurance, fuel cards, servicing, repairs, and disposal.
- Manage equipment allocations and booking systems to ensure equitable and efficient use.
- Develop and implement preventative maintenance schedules for fleet and equipment.

Compliance and Safety

- Ensure all vehicles and equipment comply with Workplace Health and Safety (WHS), road transport legislation, and environmental standards.
- Monitor and enforce logbook usage, vehicle tracking, and safety inspection regimes.
- Support investigations into incidents or accidents involving fleet or equipment.
- Implement risk management strategies to reduce downtime and operational hazards.

Financial and Reporting

- Monitor fleet and equipment expenditure, including fuel, servicing, repairs, and replacement costs.
- Contribute to budget preparation and long-term asset planning.
- Prepare reports on fleet utilisation, costs, and compliance for management.
- Identify opportunities to achieve cost savings and efficiency improvements.

Supplier and Contract Management

- Liaise with external suppliers and contractors for servicing, repairs, leasing, and hire.
- Ensure service agreements and procurement processes are compliant with organisational and government requirements.
- Monitor contractor performance and address issues in a timely and professional manner.

Sustainability and Innovation

- Promote environmentally sustainable fleet and equipment practices, including fuel efficiency and emissions reduction.
- Research and recommend new technologies and systems to improve fleet and equipment management.
- Support transition planning for low-emission or electric vehicles where feasible.

Team and Operational Support.

- Provide training and guidance to staff on the safe and efficient use of vehicles and equipment.
- Support operational teams in responding to urgent equipment breakdowns or fleet requirements.
- Contribute to broader administrative and asset management functions as required.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Desirable qualifications

- Trade or technical qualifications in mechanical, automotive, or asset management fields.
- Experience in contract management and procurement processes.
- Understanding of sustainability principles in fleet and asset management.
- Experience working in regional or remote environments.

Additional requirements

Hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle.

Eligibility and other requirements

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Additional Information

- The role is based in a regional/remote location and may require travel across multiple sites.
- Some work outside standard business hours may be required to respond to operational priorities.
- The position involves both office-based administration and field-based inspections/coordination.
- Must comply with organisational policies, WHS requirements, and cultural heritage protection protocols when working in protected areas.

We currently have one vacancy available for immediate filling which can be worked from Kakadu National Park.

A merit pool for filling the same or similar positions in Kakadu National Park may be established at the conclusion of this selection process.

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Karlee Rotumah, 08 8938 1112/0448 615 876
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763454

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Wednesday 15 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu National Park / KNP - Business Management

Job Title	Asset Manager
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$95,438 - $108,360
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 6
Position Number	2025/2696
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=5963CAA6-54D1-EE0E-B523-E436D47FA651

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

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

The Business Management Unit is responsible for overseeing the financial, administrative, and strategic operations within the jointly managed park. As part of this team, you will contribute to effective planning, resource allocation, and coordination between partners to support the park's sustainable management and operational goals.

Duties

- Asset Management:
  - Oversee the management and maintenance of all park assets including buildings, trails, roads, vehicles, and equipment.
  - Develop and implement asset management plans to ensure the longevity and safety of park facilities.
- Strategic Planning:
  - Create and execute long-term asset management strategies aligned with the park's conservation goals and operational needs.
  - Identify and prioritize asset improvement and maintenance projects.
- Budgeting and Financial Management:
  - Prepare and manage budgets for asset maintenance and improvement projects
  - Conduct cost-benefit analyses and ensure efficient allocation of resources.
- Maintenance Coordination:
  - Schedule and oversee regular maintenance and repair activities.
  - Ensure all work is completed to a high standard and in compliance with relevant regulations and safety standards.
- Reporting and Documentation:
  - Maintain detailed records of all assets, including condition assessments, maintenance schedules, and repair histories.
  - Prepare reports for park management and stakeholders on asset status, needs, and improvement plans.
- Compliance and Risk Management:
  - Ensure all asset management activities comply with environmental regulations, heritage protection laws, and safety standards.
  - Identify and mitigate risks associated with the management and use of park assets.
- Stakeholder Communication:
  - Liaise with park staff, contractors, government agencies, and indigenous communities to coordinate asset management activities.
  - Provide regular updates and reports to stakeholders on asset management projects and issues.
- Team Leadership:
  - Supervise and mentor a team of maintenance staff and contractors.
  - Foster a collaborative and safety-conscious work environment.
- Sustainability Initiatives:
  - Implement sustainable practices in asset management to minimize environmental impact.
  - Promote the use of eco-friendly materials and technologies in park infrastructure.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Note, the role is based in a regional/remote location and may require travel across multiple sites. Some work outside standard business hours may be required to respond to operational priorities. The position involves both office-based administration and field-based inspections/coordination. Must comply with organisational policies, WHS requirements, and cultural heritage protection protocols when working in protected areas.

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Karlee Rotumah, 08 8938 1112
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=5963CAA6-54D1-EE0E-B523-E436D

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763484

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Monday 20 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu National Park - Joint Management

Job Title	Kakadu National Park – Joint Management Manager
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$124,861 - $134,295
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the Bowali Headquarters office near Jabiru or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2025/2580
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=775EAA5C-E756-9CCF-60EA-E436D455266D

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

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists the protection and ongoing management of the park’s natural and cultural heritage.

Since the late 1970s Kakadu's Traditional Owners have leased their land to the Director of National Parks to be jointly managed as a national park. The Joint Management Team supports joint management in Kakadu National Park by supporting and improving governance processes with the Kakadu Board of Management, building cooperative, respectful and productive work

relationships with Board Members, Traditional Owners, the Bininj / Mungguy community and Parks Australia.

Duties

In accordance with the Kakadu National Park (KNP) Management Plan and Board of Managements vision, under the general direction of the Park Manager, this role will be required to:

- Provide high level leadership within the park by participating as an active member of the KNP senior management team, promoting a collegiate and supportive workplace culture.
- Provide supervision, leadership and direction for the KNP Joint Management Team.
- Manage delivery of Kakadu Board of Management operations including:
    - provision of secretariat services including preparing agendas, papers and minutes, tracking action items, arranging all meeting logistics and preparing relevant correspondence on behalf of the Board
    - arranging Board member travel, accommodation, renumeration payments and governance training.
    - facilitating and participating in Joint Management Partnership Team meetings.
    - Supporting Kakadu Board of Management members engagement with Parks.
- Providing strategic support across the park to drive joint management outcomes in the day-to-day operations of KNP. This includes:
    - overseeing joint management procurements and project management
    - any activities and duties that help meet the Joint Management objectives of the KNP lease agreements and Management Plan.
    - Regular engagement with Traditional Owners and the community around joint management
    - work closely with the Northern Land Council’s Joint Management Team to engage Traditional Owners on
- Coordinate and facilitate community / district meetings with Chief Rangers and district staff, Traditional Owners, Park Managers, external stakeholders and other Parks staff as required.
- Provide administrative and logistical support for the Kakadu Board of Management sub-committee meetings.
- Manage the Joint Management operational budget including undertaking contract and project management in accordance with the Departments policies, guidelines and frameworks.
- Promote and implement relevant WHS legislation, policies and procedures across all sections of the park and working with relevant section managers, maintain a reporting system that enables continuous improvement in systems and processes in line with corporate WHS requirements.
- Assist the Director of National Parks and the KNP Management Team improve Joint Management outcomes.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Kylie Lindner, 08 8938 1100
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=775EAA5C-E756-9CCF-60EA-E436D

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763486

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Monday 20 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu National Park - Joint Management

Job Title	Kakadu National Park – Joint Management Manager
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$124,861 - $134,295
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the Bowali Headquarters office near Jabiru or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2025/2700
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=8EF6F314-81FF-B2E3-C5AB-E436D473F01A

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

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists the protection and ongoing management of the park’s natural and cultural heritage.

Since the late 1970s Kakadu's Traditional Owners have leased their land to the Director of National Parks to be jointly managed as a national park. The Joint Management Team supports joint management in Kakadu National Park by supporting and improving governance processes with the Kakadu Board of Management, building cooperative, respectful and productive work

relationships with Board Members, Traditional Owners, the Bininj / Mungguy community and Parks Australia.

Duties

In accordance with the Kakadu National Park (KNP) Management Plan and Board of Managements vision, under the general direction of the Park Manager, this role will be required to:

- Provide high level leadership within the park by participating as an active member of the KNP senior management team, promoting a collegiate and supportive workplace culture.
- Provide supervision, leadership and direction for the KNP Joint Management Team.
- Manage delivery of Kakadu Board of Management operations including:
    - provision of secretariat services including preparing agendas, papers and minutes, tracking action items, arranging all meeting logistics and preparing relevant correspondence on behalf of the Board
    - arranging Board member travel, accommodation, renumeration payments and governance training.
    - facilitating and participating in Joint Management Partnership Team meetings.
    - Supporting Kakadu Board of Management members engagement with Parks.
- Providing strategic support across the park to drive joint management outcomes in the day-to-day operations of KNP. This includes:
    - overseeing joint management procurements and project management
    - any activities and duties that help meet the Joint Management objectives of the KNP lease agreements and Management Plan.
    - Regular engagement with Traditional Owners and the community around joint management
    - work closely with the Northern Land Council’s Joint Management Team to engage Traditional Owners on
- Coordinate and facilitate community / district meetings with Chief Rangers and district staff, Traditional Owners, Park Managers, external stakeholders and other Parks staff as required.
- Provide administrative and logistical support for the Kakadu Board of Management sub-committee meetings.
- Manage the Joint Management operational budget including undertaking contract and project management in accordance with the Departments policies, guidelines and frameworks.
- Promote and implement relevant WHS legislation, policies and procedures across all sections of the park and working with relevant section managers, maintain a reporting system that enables continuous improvement in systems and processes in line with corporate WHS requirements.
- Assist the Director of National Parks and the KNP Management Team improve Joint Management outcomes.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Kylie Lindner, 08 8938 1100
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8EF6F314-81FF-B2E3-C5AB-E436D

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763503

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Monday 20 October 2025

Parks Australia
Marine & Island Parks West and North Marine Parks

Job Title	Senior Marine Parks Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - NT NT, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	It can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2025/2732
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

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.

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the

federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Australia has one of the largest networks of marine parks in the world. Marine parks protect the diversity of life in our oceans–from astonishing coral reefs in our tropical seas to deep ocean canyons and undersea mountains in temperate marine regions. This branch oversees the ongoing management of each of the six Marine Park Networks, Policy and Programs Coordination, Science and Management Effectiveness and Authorisations and Compliance.

The West and North Marine Parks Section manages 35 offshore marine parks around western Australia's coastline, from the Victorian-South Australian Border to West Cape York. The section also administers the Ghost Nets Initiative, with Innovative Solutions Grants and beach cleanups with 24 Indigenous ranger groups across the northern Australia.

Duties

The job/s

Senior Marine Parks Officers lead and support a range of projects and activities related to marine park and natural resource management.

Key responsibilities include:

- Managing projects, including procurements and grants monitoring progress and reporting on outcomes, risks, and timelines in relation to implementing the management plans for each marine park/network.
- Preparing clear and effective communications, including briefs, reports, social media, and submissions for internal (including the Minister) and external audiences.
- Providing policy advice and supporting regulatory processes collaborating with internal teams and external partners, including Traditional Owners, First Nations’ organisations, government agencies, industry, eNGOs and community groups and representing Parks Australia at meetings, conferences, and other forums.

Desirable qualifications

- Qualifications in science, anthropology, project management are desirable but not essential.
- Most important is a passion for protecting the marine environment and working with a wide range of people from diverse backgrounds.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Eligibility and other requirements

The ability to obtain and maintain a working with children and vulnerable people check.

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline** Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have two vacancies available for immediate filling, Ongoing (permanent) and non-ongoing (temporary) for an initial period of 8 months.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Frances Verrier, 0476909882
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763551

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Wednesday 15 October 2025

Office of Water Compliance
Office of Water Compliance Oversight

Job Title	Director Strategic Relations
Job Type	Full-Time, Ongoing
Location	Albury NSW, Sydney NSW, Canberra ACT, Adelaide SA, Brisbane QLD, Dubbo NSW, Melbourne VIC, Mildura VIC, Goondiwindi QLD
Salary	$146,942 - $170,725
Future Merit Locations	Albury, Sydney, Canberra, Adelaide, Brisbane, Dubbo, Melbourne, Mildura, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 2
Position Number	2025/2196
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=325FC38D-8FFB-3815-9776-E437FE64BD02

Who we are

The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department).

Inspector-General's vision: Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance.

The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation.

The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities.

The Oversight Branch

The Oversight Branch, led by the Assistant Inspector General of Oversight, is focused on ensuring a high standard of accountability for all involved in Basin management. The Branch supports the Inspector-General by overseeing Basin government performance of duties, obligations and commitments. The branch also provide advice to the Inspector-General on risks to integrity in the management of water resources within the Basin.

The Oversight Branch is comprised of the following teams:

- Inquiry
- Performance Assurance
- Strategic Relations

The Strategic Relations Team

The Strategic Relations team acts as a focal point and provides strategic insights into key relationships and agreements between regulatory stakeholders in the Murray-Darling Basin (The Basin) that impact on regulatory compliance.

The team liaises with the Basin's key stakeholders and manages those relationships to assist the Inspector-General in facilitating solutions to complex interjurisdictional compliance matters and in undertaking the roles and responsibilities of the Inspector-General. This includes:

- Providing Ministerial & Parliamentary liaison.
- Providing a central contact point for information sharing and support for the Inspector-General's engagement with State and Commonwealth stakeholders.
- Operating as a custodian of better practice forums which engage regulatory leaders and practitioners to discuss issues, share better practice, work together on cross-cutting issues and common regulatory problems, and collaborate more effectively.
- Intelligence support including information gathering, mapping, analysing and reporting.
- Supporting the annual Inspector-General work across the Basin, particularly the in-depth Shoulder Period Surveys.
- Providing strategic on-ground engagement, intelligence and insights from key Basin stakeholders to inform the work of the Inspector-General, both in the oversight function and more broadly across the OWC.
- Staff across the team are tasked with establishing and maintaining Basin-wide networks and knowledge and identifying opportunities in line with the Inspector-General's strategic and work plans to provide insights, information and situational awareness to the Inspector-General.

Duties

The Director Strategic Relations is ultimately responsible for the design and delivery of engagement activities for the Inspector-General and the OWC. Ensuring that stakeholder engagement, information gathering, and analysis align with the strategic objectives of the Inspector-General are essential for success.

You will provide an elevated level of advice to senior management and Ministers as well as coordinating and assuming responsibility for complex or sensitive projects or work programs that have strategic, political and/or operational significance. You will ultimately be responsible for initiating, establishing, and maintaining strong relationships with key internal and external stakeholders.

The key accountabilities of the Director will include, but are not limited to, the following:

- Build, maintain, and utilise key strategic relationships with a broad range of stakeholders, including state and territory government regulatory agencies, Commonwealth government bodies, and other Basin stakeholders as required.
- Manage relationships with government agencies and Basin stakeholders, providing coordination and logistics assistance to the Director of Strategic Relations in various leadership forums.
- Oversee information gathering and analysis activities, providing timely, relevant updates to the Inspector-General, managing the triage of any complaints and allegations.
- Manage the Strategic Relations team, overseeing risk management and day-to-day operations, while being accountable for developing, coaching, and mentoring staff, managing performance, resolving conflicts, and identifying training and development needs.
- Set the strategic direction and forward work program for the team, managing competing priorities and deadlines to deliver outcomes aligned with the objectives of the Inspector-General.
- Ensure the safety of field officers as a non-negotiable priority in compliance with relevant workplace safety obligations.
- Develop and maintain the Inspector-General's engagement strategy.
- Decision making for the triage and referral of complaints and allegations where the appropriate destination is not clear, or the contents are of a sensitive nature.
- Strengthen processes for engagement information gathering analysis and migration into information or intelligence products.
- Utilise intelligence products to provide detailed and timely situational awareness updates to the Executive to allow contemporary and evidence base operational decisions.
- Manage high-level engagement activities, including the Regulatory Leaders' Forum and Murray-Darling Basin Ministerial Council.
- Proactively identify issues requiring higher level delegation or input and escalate to the executive and/or the Inspector-General.
- Provide leadership in implementing and promoting a climate of change and continuous improvement.

Eligibility

Mandatory qualifications

- Have relevant qualifications, or industry experience in areas related to water, environmental or natural resource management, public administration, engagement, information or intelligence analysis.
- Hold and maintain a valid Australian motor vehicle drivers' licence.

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a

National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Sheridan De Kruiff, 0472 873 414
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=325FC38D-8FFB-3815-9776-E437FE

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763566

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Wednesday 22 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu National Park

Job Title	Senior Cultural Heritage Coordinator
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$95,438 - $108,360
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 6
Position Number	2025/2347
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=33CEF816-5231-33FA-D667-E43838370648

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

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

The Cultural Heritage Team works side by side with Bininj/Mungguy Traditional Owners to look after Kakadu's cultural values. Guided by Traditional Owner led decision making, we help Bininj/Mungguy care for rock art, sacred sites and cultural landscapes, and support the passing on of knowledge to future generations. We work closely with Traditional Owners, Aboriginal organisations, ranger groups, researchers and tourism partners to keep Kakadu's culture strong and thriving.

Duties

Under the supervision of the EL1 Manager Culture, working in a small team and in accordance with the Lease Agreement, Kakadu Plan of Management and the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), the Senior Cultural Heritage Coordinator will help to implement the delivery of Kakadu's cultural heritage program, guided by park management governance and policies including the cultural heritage working group, An-Garragen – Cultural Heritage Management Plan, the Bim Strategy, and associated action plans. This role works closely with Bininj/Mungguy Traditional Owners and other partners to protect, manage and promote Kakadu's cultural values, and involves a mix of office-based coordination, stakeholder engagement, and field-based work across the park. Key duties include:

- Program leadership – Coordinate and implement cultural heritage activities and projects across Kakadu, ensuring cultural knowledge, law and custom guide all decision-making.
- Consultation and engagement – Facilitate effective consultation with Traditional Owners, ranger groups, Aboriginal organisations, researchers, and other stakeholders to plan, deliver and review cultural heritage work.
- Field-based activities – Collect field data on the monitoring and maintenance of cultural and historic heritage places using digital data capture devices, and undertake site visits for recording, assessment, and conservation.
- Oral histories and cultural records – Work with Bininj/Mungguy to record, collate and archive oral histories, cultural narratives and stories, ensuring sensitive and secure management of cultural information in line with CARE principles and Indigenous data sovereignty.
- Cultural camps and activities – Support and participate in on-Country cultural camps and Traditional Owner-led activities that strengthen intergenerational knowledge transfer.
- Risk management – Identify emerging issues or risks to cultural and historic heritage, analyse potential impacts, and determine appropriate actions to correct, prevent or mitigate risks.
- Information management – Maintain and update the park's cultural heritage databases and records management systems, ensuring compliance with regulatory requirements.
- Education and awareness – Deliver programs related to the Cultural Information Management System (CIMS), and promote cultural heritage awareness among park staff, visitors, and external partners.
- Training and mentoring – Provide on-the-job training, advice, and guidance to staff, supporting skill development in a cross-cultural workplace.
- Program integration – Work with other park sections to ensure cultural heritage considerations are embedded in fire management, feral animal and weed control, tourism planning and infrastructure works.
- Reporting and compliance – Monitor and report on cultural heritage programs to the Kakadu Board of Management and other forums, ensuring work aligns with management plans and legislative requirements.
- Team contribution – Participate in other activities that support the work of the park and contribute to a positive, respectful, and collaborative team culture.

This position requires working both in an office environment and on Country, sometimes in remote and challenging conditions, and plays a central role in ensuring Kakadu's living cultural landscape is cared for now and into the future.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Additional Requirements:

- 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.
- Hold and maintain a valid Australian motor vehicle drivers licence.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Position notes:

- Relocation assistance is subject to negotiation.
- Physical requirements of the role(s) involve a combination of outdoor and officebased work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses.
- You will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four-wheel drive vehicles.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Ethan Williams, 0455 265 935
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=33CEF816-5231-33FA-D667-E43838

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763572

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Wednesday 22 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu National Park

Job Title	Senior Cultural Heritage Coordinator
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$95,438 - $108,360
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 6
Position Number	2025/2762
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=7C9C51E6-E23F-CE74-479B-E43838468256

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

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

The Cultural Heritage Team works side by side with Bininj/Mungguy Traditional Owners to look after Kakadu's cultural values. Guided by Traditional Owner led decision making, we help Bininj/Mungguy care for rock art, sacred sites and cultural landscapes, and support the passing on of knowledge to future generations. We work closely with Traditional Owners, Aboriginal organisations, ranger groups, researchers and tourism partners to keep Kakadu's culture strong and thriving.

Duties

Under the supervision of the EL1 Manager Culture, working in a small team and in accordance with the Lease Agreement, Kakadu Plan of Management and the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), the Senior Cultural Heritage Coordinator will help to implement the delivery of Kakadu's cultural heritage program, guided by park management governance and policies including the cultural heritage working group, An-Garragen – Cultural Heritage Management Plan, the Bim Strategy, and associated action plans. This role works closely with Bininj/Mungguy Traditional Owners and other partners to protect, manage and promote Kakadu's cultural values, and involves a mix of office-based coordination, stakeholder engagement, and field-based work across the park. Key duties include:

- Program leadership – Coordinate and implement cultural heritage activities and projects across Kakadu, ensuring cultural knowledge, law and custom guide all decision-making.
- Consultation and engagement – Facilitate effective consultation with Traditional Owners, ranger groups, Aboriginal organisations, researchers, and other stakeholders to plan, deliver and review cultural heritage work.
- Field-based activities – Collect field data on the monitoring and maintenance of cultural and historic heritage places using digital data capture devices, and undertake site visits for recording, assessment, and conservation.
- Oral histories and cultural records – Work with Bininj/Mungguy to record, collate and archive oral histories, cultural narratives and stories, ensuring sensitive and secure management of cultural information in line with CARE principles and Indigenous data sovereignty.
- Cultural camps and activities – Support and participate in on-Country cultural camps and Traditional Owner-led activities that strengthen intergenerational knowledge transfer.
- Risk management – Identify emerging issues or risks to cultural and historic heritage, analyse potential impacts, and determine appropriate actions to correct, prevent or mitigate risks.
- Information management – Maintain and update the park's cultural heritage databases and records management systems, ensuring compliance with regulatory requirements.
- Education and awareness – Deliver programs related to the Cultural Information Management System (CIMS), and promote cultural heritage awareness among park staff, visitors, and external partners.
- Training and mentoring – Provide on-the-job training, advice, and guidance to staff, supporting skill development in a cross-cultural workplace.
- Program integration – Work with other park sections to ensure cultural heritage considerations are embedded in fire management, feral animal and weed control, tourism planning and infrastructure works.
- Reporting and compliance – Monitor and report on cultural heritage programs to the Kakadu Board of Management and other forums, ensuring work aligns with management plans and legislative requirements.
- Team contribution – Participate in other activities that support the work of the park and contribute to a positive, respectful, and collaborative team culture.

This position requires working both in an office environment and on Country, sometimes in remote and challenging conditions, and plays a central role in ensuring Kakadu's living cultural landscape is cared for now and into the future.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Additional Requirements:

- 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.
- Hold and maintain a valid Australian motor vehicle drivers licence.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Position notes:

- Relocation assistance is subject to negotiation.
- Physical requirements of the role(s) involve a combination of outdoor and officebased work.
- You may be required to perform occasional out-of-hours and weekend work.
- You will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses.
- You will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four-wheel drive vehicles.
- You will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Ethan Williams, 0455 265 935
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=7C9C51E6-E23F-CE74-479B-E4383

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Employment and Workplace Relations

Vacancy VN-0763443

Asbestos and Silica Safety and Eradication Agency

Closing Date:Friday 10 October 2025

Awareness and Engagement

Job Title	Project Officer Communications and Events
Job Type	Full-Time, Non-Ongoing
Location	Surry Hills NSW, Canberra ACT
Salary	$99,328 - $109,228
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be made
Classification	APS Level 6
Position Number	67926
Agency Website	https://www.asbestossafety.gov.au/what-we-do/asbestos-safe

Job Description

https://www.asbestossafety.gov.au/

The APS 6 Project Officer Communications and Events is responsible for supporting the delivery of effective communication strategies and awareness campaigns that contribute to ASSEA's core objectives. This includes developing and distributing content across the agency's main communication channels, supporting event coordination and delivery, and ensuring ASSEA's presence and messaging is relevant and visible to diverse stakeholder groups.

The position operates within a small, dynamic team environment and requires the occupant to have strong organisational and operational delivery skills. The project officer will regularly collaborate with colleagues, external stakeholders, and subject matter experts to produce high-quality communication materials and to raise awareness of asbestos and silica safety to influence behaviour change amongst target audiences.

This role is suited to a motivated, highly organised individual with demonstrated experience in communications, marketing, and events project management and support. The successful candidate will have a strong commitment to health and safety messaging, be adept at managing multiple projects and priorities with the ability to recognise opportunities or changing situations as they arise and adapt plans accordingly.

The ability to work autonomously and collaboratively across the agency is crucial. The role also requires the ability to effectively engage key stakeholders including ASSEA committee members, and representatives from Commonwealth, state and territory governments, and union and employer organisations.

Duties

The key duties for the position include, but are not limited to:

- Supporting the implementation of communications strategies for the agency to support the delivery of the Asbestos National Strategic Plan 2024-2030 (ANSP 2024-2030) and the Silica National Strategic Plan 2024-2030 (SNSP 2024-2030).
- Supporting the development and delivery of national awareness campaigns to educate the community about the dangers of asbestos and silica, including leading the stakeholder engagement component of promoting campaign materials.
- Supporting ASSEA's social media presence and accounts, including drafting social media material to increase engagement, grow online presence and promote the work of the agency effectively.
- Providing communications support to ASSEA including preparing and proofing materials for dissemination to the public to raise awareness about the dangers of asbestos and silica. This includes guidance documents, fact sheets, presentations, video, reports, electronic direct mail (EDM), website and social media content.
- Supporting the agency's events calendar, including logistical planning, procurement, speech and presentation preparation, and delivery of agency-led events, such as webinars, conferences, and forums, as well as ASSEA's participation in external events.
- Preparing project plans and reports including the procurement of event-related goods and services and reporting on event budgeting within approved limits.
- Undertaking research to inform communication strategies, including analysis of emerging trends, sector developments, and audience insights.

- Monitoring media for emerging issues, managing media enquiries, preparing media releases, pitching stories to journalists and providing support for media interviews.
- Contributing to the ongoing optimisation of ASSEA's websites, including routine content updates, search engine optimisation (SEO), testing of website links, usability enhancements, and quarterly performance reporting.
- Communicating and building relationships with internal and external stakeholders, providing support, anticipating and responding to their needs.
- Demonstrating flexibility and a commitment to organisational cohesion by undertaking other duties as directed.

Eligibility

Required skills, abilities and experience. Applicants must demonstrate in their application how they meet the following requirements.

- High quality written and oral communication skills, with attention to detail, including the ability to prepare quality communications and marketing material tailored to a range of different audiences.
- Demonstrated research and analytical skills including the ability to digest diverse material and present it in a succinct and clear manner, appropriate to the audience.
- Ability to develop a detailed understanding of the issues around asbestos and silica, to adapt quickly and effectively to new requirements and situations in a small team environment and keep updated on new sector trends and developments.
- Project management capabilities including event management experience with both virtual and in-person events.
- Experience in using website software such as Drupal and WordPress.
- Experience in graphic design, particularly for social media and website content, using design software such as Canva and Adobe InDesign, Illustrator and Photoshop.
- Demonstrated ability to build and maintain strong, effective relationships with internal and external stakeholders, by providing support and responding to their needs.
- Strong organisational skills and ability to manage competing deadlines whilst maintaining accuracy and attention to detail in delivery of projects.

Desirable qualifications and experience:

- A relevant tertiary qualification(s) in media, communications and events.
- Experience in video production, particularly for social media and website content.
- Experience working in government or similar communications or research environments.
- Experience in working on communications in public health, workplace health and safety or environmental perspective, particularly risk communications.

Eligibility:

- To be eligible for employment with ASSEA, you must be an Australian citizen, and you will be required to successfully undergo a police record check.
- The successful applicant must be able to obtain and maintain a minimum of a baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- Recruit Ability applies to this vacancy. Under the Recruit Ability scheme, you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

Notes

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

About the Asbestos and Silica Safety and Eradication Agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) oversees national efforts to prevent exposure to asbestos fibres and respirable crystalline silica in order to eliminate asbestos and silica related disease in Australia through coordinating the Asbestos National Strategic Plan and the Silica National Strategic Plan.

To Apply

Position Contact	Mardi Linke, 02 6240 8418
Agency Recruitment Site	https://www.asbestossafety.gov.au/

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Employment and Workplace Relations

Vacancy VN-0762743

Comcare

Closing Date:Sunday 19 October 2025

Corporate Group
Technology and Information Management Team Information Management

Job Title	Information Management Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$99,985 - $110,946
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	02331
Agency Website	

Job Description

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

Team Overview

The Information Management (IM) unit is part of Comcare's Technology and Information Management (TAIM) team and plays a critical role in supporting the agency's information governance and digital business objectives.

The unit is responsible for the administration of Comcare's electronic document and records management systems, including SharePoint, and provides strategic and operational support for records management across the organisation. This includes developing and maintaining information architecture, delivering user training and support, ensuring compliance with legislative and policy requirements, and enabling effective information lifecycle management across all information holdings, digital and physical.

The IM unit works collaboratively with business areas and external service providers to ensure that Comcare's information assets are well-managed, discoverable, and secure, supporting transparency, accountability, and informed decision-making.

Duties

The Information Management Data Analyst is responsible for providing advice and guidance to Comcare's information management functions. This role acts as a critical advisor to support team members in delivery of business-as-usual operations and ongoing enhancements as the organisation develops its records and information management maturity.

Key Responsibilities:

- Co-administer the SharePoint Records Management Hub, including user support, training, and system development.
- Engage with internal and external stakeholders to ensure records and information management needs are met in new and existing initiatives.
- Monitor compliance, conduct audits, and analyse SharePoint usage and records performance to drive continuous improvement.
- Support the migration from CM10 to SharePoint within the next 12 months.
- Contribute to long-term initiatives aimed at enhancing Comcare's records and information management maturity.

Desirable qualifications and experience

- Formal qualifications or 5 years' relevant experience in Records and Information Management, Data Analytics, Business Intelligence, or a related discipline
- Experience in digital transformation projects, including migration from legacy systems (e.g. CM10 to SharePoint.)
- Membership in professional bodies, such as RIMPA, DAMA Australia, or the Australian Society of Archivists

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline Security Clearance.
3. Specific Conditions: Some intra and interstate travel may be required, including overnight absences.

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0763345

Comcare

Closing Date:Sunday 12 October 2025

Corporate Group
Integrity Team Corporate Compliance Advisory and Fraud and Corruption Investigations

Job Title	Principal Investigator, Fraud and Corruption
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	$123,660 - $147,347
Future Merit Locations	Canberra, Melbourne, Sydney, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	01050
Agency Website	

Job Description

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

About the team

The Fraud and Corruption Investigations Unit (FCIU) works in the Corporate Compliance Advisory and Fraud and Corruptions Investigations team within the Integrity domain of the Corporate Group, which also includes the Governance, Assurance and Integrity team (GAI), led by the Chief Operating Officer.

The core role of the FCIU is to proactively manage and quickly respond to reports of suspected fraud and corruption against Comcare, thereby supporting the CEO (as the Accountable Authority of Comcare) to meet the requirements set out in the Public Governance (Performance and Accountability) *Rule 2014* (the fraud rule).

The team includes the function of the Fraud and Corruption Investigations Unit, which supports Comcare through:

- Assessing and responding to allegations of fraud and corruption against Comcare
- Undertaking complex fraud investigations for Comcare in line with the Commonwealth Fraud and Corruption Framework and Australian Government Investigation Standard in a cost effective and timely manner
- Developing and continuously improving procedural and guidance materials relevant to fraud and corruption response
- Collaborating with internal and external stakeholders related to fraud and corruption response activities
- Providing support to other groups and teams on assurance, risk management and counter fraud control
- Reporting to the Enforcement Committee and Audit and Risk Committee, the key governance bodies with a remit relating to fraud investigation and corruption control

Under a refreshed fraud and corruption operating model, the team works closely with the GAI in Corporate Group who are responsible for fraud and corruption risk, control and assurance activities.

Through the delivery of our work, we can ensure we meet our legislative requirements, provide confidence to our Executive and build trust with our stakeholders.

Duties

As a Principal Investigator, Fraud and Corruption, you will be responsible to lead a team responsible for Comcare’s fraud and corruption response activities.

All investigations are conducted in accordance with legislation and guidelines, including the *Public Governance Accountability Act (PGPA) 2013*, the *PGPA Rule 2014*, the *Criminal Code Act 1995*

(Cth), Commonwealth Fraud and Corruption Control Framework, Comcare's Fraud and Corruption Control Policy and Plan, Privacy Commissioner's Guidelines for Covert Surveillance and in compliance with the Australian Government Investigation Standards.

In this role your key responsibilities will include, but are not limited to, the following:

- Responsibility for the day-to-day management of the FCIU, for example by checking the fraud in-box and responding to enquiries and 'tip offs'
- Plan, lead and undertake complex investigations into fraud against Comcare
- Prepare briefs of evidence and make recommendations to the Enforcement Committee to refer matters of fraud for prosecution to the Commonwealth Director of Public Prosecutions
- Assess allegations of corruption involving Comcare under the *National Anti-Corruption Commission Act 2022 (Cth)*
- Develop procedures, manuals and other governance materials to guide fraud and corruption response activities aligned with Comcare's strategic objectives and risks
- Prepare and provide regular reporting to the Comcare Enforcement Committee and Audit and Risk Committee
- Build collaborative relationships with internal and external stakeholders to support response
- Provide leadership and manage staff, including developing, coaching and mentoring, and building commitment to shared goals

Qualifications and experience

Mandatory

- Diploma of Government (Investigations) or equivalent or ability to obtain within 12 months

Desirable

- Cert IV in Government Investigations
- Counter fraud and corruption investigations experience
- Qualifications or experience in criminal law enforcement and/or insurance fraud

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee health declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a baseline security clearance.
6. Specific conditions:

- intra-state and interstate travel will be required from time to time.

Notes

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

About the Comcare

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

To Apply

Position Contact	Recruitment Team, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0763504

Comcare

Closing Date:Tuesday 07 October 2025

Regulatory Operations Group
Regional Operations SA/NT Team

Job Title	Senior WHS Inspector
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	$99,985 - $110,946
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area.
Classification	APS Level 6
Position Number	01244
Agency Website	

Job Description

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

Overview of Team

The Regulatory Operations Group has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health, safety and rehabilitation practices and monitoring and compliance with the law.

Using a contemporary risk-based approach, the Group plans and implements a comprehensive program of compliance activities, targeting issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers.

The Regional Operations Team is the service delivery arm of Regulatory Operations Group (ROG) and administers the *Work, Health and Safety Act 2011* (WHS Act) through a variety of prevention, compliance and enforcement activities. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT

Duties

As a Senior WHS Inspector you will draw on your work health and safety qualifications and experience to support Comcare’s regulatory functions. These include providing information and advice to support duty holders, monitoring and assessing compliance, and taking enforcement action where necessary.

In this role your key responsibilities will include, but are not limited to, the following:

- Provide information and advice to duty holders on the requirements of work health and safety legislation to increase levels of compliance and promote best practice.
- Undertake workplace inspections across a diverse range of industries and risk factors (physical and psychological), to identify and address breaches of Commonwealth WHS legislation.
- Lead preventative / proactive inspectorate activities including compliance and follow-up inspections, stakeholder engagement and presentations/forums.
- Mentor and support less experienced staff through the provision of guidance, training and/or quality assurance.
- Prepare high-level written work including inspector reports, case records, correspondence, briefings of evidence and submissions.
- Develop and maintain internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues or complaints.
- Maintain a high standard of record keeping and undertake work that is complex in nature and operate under limited direction.
- Model and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Mandatory qualification

- The successful applicant will be required to obtain a Diploma of Government (Workplace Inspection) within 18 months of engagement.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.
6. Specific Conditions:

- Achieve and maintain appointment as an Inspector under the WHS Act.
- Hold and maintain a motor vehicle driver licence for at least a motor car.
- Some intra and interstate travel is required, including overnight absences.
- Participate in an after-hours on-call roster (where operational necessities dictate).

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work

and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment Team, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0763404

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 13 October 2025

Legal and Assurance Division
Program Advice and Corporate Law Skills Program Advice Team

Job Title	Senior Government Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	$125,220 - $153,394
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Darwin, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	Senior Government Lawyer
Position Number	25/1152
Agency Website	https://www.dewr.gov.au/

Job Description

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

The department is seeking a Senior Government Lawyer with experience in general advising, strong technical legal skills, and excellent interpersonal abilities. In this role, you will provide high-quality legal advice and support to clients across the department, particularly in the development, implementation, and administration of government policies and programs relating to Skills.

Duties

As a Senior Government Lawyer, you will:

- Provide statutory interpretation advice on legislation (including the National Vocational Education and Training Regulator Act 2011, VET Student Loans Act 2016, Student Identifiers Act 2014, Australian Apprenticeship Support Loans Act 2014 and Jobs and Skills Australia Act 2022).
- Advise on legal risks associated with program design.
- Provide advice on administrative decision-making.
- Draft legislative and non-legislative instruments.
- Advise on and manage debt recovery and litigation matters.
- Assist with legislative development, including instructing the Office of Parliamentary Counsel.
- Support clients in preparing briefs to the Executive and Ministers.
- Comply with obligations under relevant Commonwealth legislation and policies (e.g. the Public Service Act 1999 and the Legal Services Directions 2017).

Eligibility

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

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

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

Notes

Qualifications and Education

- A degree in laws from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position; and
- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Aviva Kalman, (03) 9954 2805
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0763539

Safe Work Australia

Closing Date:Wednesday 15 October 2025

Corporate & Engagement Group
People, Communications & Evidence People Strategies

Job Title	Assistant Director, People Strategies
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$125,811 - $139,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible and Hybrid work arrangements may be considered
Classification	Executive Level 1
Position Number	18781
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

https://swacareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8

The Corporate Branch is responsible for end-to-end service delivery on a number of enabling functions including human resources, security, fraud, risk and integrity, finance and procurement.

Our People Strategies team, within the Corporate branch is responsible for human resource strategies and operations that support best practice across the Agency and builds organisational culture and workforce capability. We work across the following HR disciplines: work heath safety, recruitment, learning and development, workplace relations, workforce planning and reporting, performance management and diversity and inclusion.

We are seeking a dynamic and experienced Assistant Director to join our team as a skilled HR generalist. This is an excellent opportunity for an HR professional to join a small, dedicated team committed to uplifting employment practices and contributing to the success of the Agency and its people.

This role demands a strong grasp of contemporary human resources practices and the ability to apply them effectively in a fast-paced environment. The successful candidate will provide expert, tailored advice across a broad range of HR operational and strategic HR matters, preferably with a background in workforce planning, HR systems and payroll to manage our outsourced payroll function.

To thrive in this role, you'll bring:

- Exceptional stakeholder engagement skills, with the ability to build and maintain trusted relationships across internal teams and external partners
- A growth mindset, driven by opportunities to contribute meaningfully
- A high level of empathy, professionalism, and sound judgment, with demonstrated experience in leading teams
- The ability to interpret relevant legislation and employment frameworks, and ensure the delivery of high-quality HR services
- A collegiate and mature approach, working with your Director and EL colleague to guide and support the People Strategies team, providing mentorship and driving continuous improvement initiatives.

Duties

As an Assistant Director, People Strategies you will be required to:

- Partner with senior leaders, managers and staff to provide high level strategic and operational HR advice to across a broad range of human resource management areas.
- Lead and manage complex HR projects and initiatives that support organisational priorities, capability and culture.
- Lead a small team in the delivery of priorities as well as providing guidance, coaching and development opportunities to build HR capability within the team.
- Interpret and apply relevant legislation, enterprise agreements, policies and procedures ensuring compliance and consistency across HR practices.
- Build and maintain collaborative relationships with internal and external stakeholders to deliver effective HR solutions and support organisational outcomes.
- Analyse workforce data and trends to provide insight and recommendation to support evidence-based decision making.
- Contribute to the continuous improvement of HR policies, processes and systems.
- Guide and mentor the team and uplift team capability.

Eligibility

Tertiary qualification in Human Resources is highly desirable or commensurate on the job experience.

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

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

To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

• Safe Work Australia's vision of creating a great workplace that enables everyone to be and do their best, underpinned by the values of excellence, people, communication and service.

• Work Level Standards

• Integrated Leadership System (ILS) - A guide to the Integrated Leadership System

• APS Values

• APS Code of Conduct

• APS Legislative Requirements

If you're looking to make a positive impact from day one, and this sounds like you, we'd love to hear from you!

Notes

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

About the Safe Work Australia

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

To Apply

Position Contact	Cedelle Burroughs, 02 6212 5246
Agency Recruitment Site	https://swacareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&OurATC

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