



Commonwealth of Australia
APSJobs - Vacancies Daily
PS39 Daily Gazette Friday - 27 September 2024.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS40 Weekly Gazette Thursday - 03 October 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS40 Weekly Gazette Thursday - 03 October 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0748576

Australian Children's Education and Care Quality Authority

Closing Date:Tuesday 08 October 2024

Policy and Regulatory Systems
Policy Policy

Job Title	Senior Policy Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$91,924 - \$136,209
Classification	
Position Number	407
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=407

The Senior Policy Officer is responsible for policy projects and policy advice to support ACECQA's role in guiding the implementation and administration of the National Quality Framework (NQF) for children's education and care. The Senior Policy Officer also identifies and investigates policy problems using their skills in legislative interpretation, critical thinking and regulatory policy. This role makes a major contribution to the development and refinement of national solutions to NQF implementation issues, as well as ACECQA's contributions to / leadership of current and emerging strategic initiatives.

This is a full-time, fixed-term position (6 months), with the potential for extension at ACECQA Band 5/6 (\$91,924 - \$136, 209).

Duties

- Identify, research, analyse and devise options to resolve policy, legislative, operational and business system issues that support ACECQA's strategic objectives and projects.
- Review, interpret and provide advice on policy, procedural, business systems, and legislative matters for internal and external stakeholders
- Manage policy projects, including undertaking research and consultation
- Draft briefs, reports, submissions and policy papers for the project
- Work cooperatively across the project team to contribute to the project objectives
- Build and maintain effective working relationships with regulatory authorities and the Australian Government
- Develop and influence effective and efficient policy and procedure for the operation of the NQF

- Timely and accurate completion of tasks and projects, including ad hoc policy and project tasks as they relate to the work of the Policy and Strategic Programs group.
- Other duties as required.

Eligibility

Key Selection Criteria

- Highly developed conceptual, analytical and research skills, including the ability to work with legislation, operational policy and procedure, complex business systems and associated materials
- Excellent oral communication and writing skills, including experience preparing submissions, detailed policy options papers or similar
- Effective teamwork skills and high levels of initiative, including the ability to achieve results and outcomes in a timely manner
- Demonstrated ability to build and sustain productive working relationships with internal and external stakeholders, including the state and territory governments and other key stakeholders
- Demonstrated capacity to communicate effectively and negotiate confidently
- Proven ability to contribute to policy development, complex issues resolution and project management

Highly desirable skills, knowledge and experience:

- Knowledge of current trends, issues and policy in the education and care or related sectors.

Notes

The closing date for applications is **07 October 2024** 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 **Senior Policy Officer** vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two referees that cover the last 3 years of employment.

All complete applications will be acknowledged.

More information

If you have any questions about the role specifically, please contact Hayley Perkins on (02) 8240 4282 or hayley.perkins@acecqa.gov.au

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

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=407

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Vacancy VN-0748708

Australian Competition and Consumer Commission

Closing Date:Sunday 13 October 2024

AER - Legal, Corporate & Governance
Corporate

Job Title	Senior Finance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA
Salary	\$95,917 - \$107,505
Classification	APS Level 6
Position Number	EA2024/232
Agency Website	https://www.accc.gov.au/

Job Description

<https://accg.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 use your expertise and passion for numbers, finance and budgets to make a meaningful impact at the AER and help make Australian energy consumers better off?

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

- Assisting with the delivery of high quality budgeting and reporting, including:
 - development of internal budgets.
 - monthly financial reporting and analysis for senior management.
 - regular analysis of financial transactions to ensure appropriateness and accuracy.
 - working with business areas to develop robust forecasts.
- Support the Information Technology and Data Governance team with project reporting including managing the capitalisation of project costs where necessary (ensuring appropriate evidence and undertaking the required journals).
- Leading meetings to present financial results and insights, ensuring clear communication to diverse stakeholders for informed decision making.
- Providing financial and policy advice to divisional stakeholders and assisting in organisational performance through effective budget management.
- Contributing to the ongoing improvement of service delivery and analytical tools such as dashboards.
- Assisting with end of financial year reporting obligations and other tasks relevant to the functions of the team, as required.

Eligibility

About you

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

- Technical knowledge:
 - experience in Government accrual accounting, budgeting, and administrative processes with particular emphasis on the preparation, liaison and submission of internal and external budgets.
 - professional accounting qualifications or equivalent experience.
 - experience and high level of competency in the use of computerised accounting systems such as TechnologyOne, including a high level of MS Excel (power query editor) and PowerBI skills.
- A demonstrated ability to effectively:
 - communicate clearly and concisely, both written and oral, with a range of people.
 - initiate and set priorities, identify and resolve problems and contribute new ideas and promote change.

- manage and plan your work responsibilities to ensure deadlines are met.
- High level interpersonal and teamwork skills.

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>

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	Fiona Kostidis, 0401 652 132
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0748716

Job Title	Administration Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	\$77,691 - \$84,353
Classification	APS Level 4
Position Number	EA2024/235
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 want to make an impact with your organisational proficiency and strong IT skills to support the work of the AER in protecting the interests of energy consumers across Australia?

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

- Co-ordinating division-wide input into regular reporting.
- Supporting divisional staff with recruitment activities including lodging recruitment documentation, booking scribes and booking interviews.

- Provide support for meetings including managing invitations and responses, arranging meeting rooms, video conference bookings.
- Supporting divisional staff in preparing procurement documentation and liaising with procurement officers.
- Assist in the management of documents utilising and adhering to the records management system.
- Booking and managing travel arrangements for divisional staff.

Eligibility

About you

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

- A demonstrated ability to:
 - Prioritise work tasks effectively within a dynamic and fast paced environment and respond quickly to changing demands within tight timeframes.
 - Be well organised, reliable and have excellent attention to detail.
 - Build and maintain positive relationships across an organisation.
 - Have a high level of professionalism, confidentiality and discretion due to the high volume of liaison with internal and external stakeholders.
 - Be able to work collegiately as part of a strong and collaborative team located across Australia.
- Technical knowledge:
 - Experience as an Administration Assistant in a professional environment or similar.
 - Proficient use of the Microsoft Office suite (Word, Excel, etc.) and Microsoft Outlook, and an ability to quickly learn other software specific to the role.
 - A general understanding of the roles and functions of the AER.

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>

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To Apply

Position Contact	Lisa Laundess, 0404 002 373
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0748815

Australian Competition and Consumer Commission

Closing Date: Sunday 13 October 2024

Corporate
People and Culture

Job Title	Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Darwin NT, Townsville QLD, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$77,691 - \$84,353
Classification	APS Level 4
Position Number	EA2024/233
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 use your focus and precision with numbers, data and details to make an impact in the Payroll and Analytics team, our small Centre of Excellence at the ACCC?

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 Payroll Officer

As the Payroll Officer you will be:

- Completing activities associated with the processing of the fortnightly pay run.
- Responding to employee pay enquiries.
- Assisting with the preparation of leave liability assessments, cessation calculations, superannuation reviews.
- Assisting the payroll team with administrative activities including invoicing.

About you

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

- strong numerical and analytical skills including an attention to detail and problem-solving ability, delivered in a payroll environment.
- experience in, or the ability to quickly learn Aurion.
- demonstrated ability to manage competing priorities.
- demonstrated experience working as part of a small team, providing exceptional client service.
- an interest in understanding relevant legislation and policy requirements.

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

How to apply

You will be asked to answer two behavioural questions (refer to the Candidate Kit) and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Kate Molineaux, 02 6243 1378
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0748819

Job Title	Project Officer/Senior Project Officer
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	\$86,653 - \$107,505
Classification	APS Level 5;APS Level 6
Position Number	EA2024/236
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 join a dynamic team dedicated to uncovering safety risks and ensuring a safer marketplace for Australian Consumers?**

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

- Assessing and triaging product safety reports – from consumers, businesses and other stakeholders regarding alleged breaches of product safety provisions of the *Competition and Consumer Act 2010*.
- Enforcement action – undertaking investigations into potential non-compliance with the product safety provisions of the *Competition and Consumer Act 2010*.
- Regulatory interventions – making recommendations to the Minister for regulatory action.
- Compliance and education – developing material to communicate product safety risks and educate industry and consumers, or negotiating voluntary recalls as part of a compliance outcome.
- Research – undertaking research, analysis and consultation to prepare reports and recommendations that inform risk mitigation strategies to address product safety hazards.
- Stakeholder engagement – working collaboratively with stakeholders across a diverse range of groups to address product safety issues.

Eligibility

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

- Tertiary qualifications (or equivalent experience) in a relevant field such as law, intelligence, or another relevant discipline (e.g. regulation, economics, public policy, communications, arts, project management, health).
- A demonstrated understanding, or ability to quickly acquire an understanding of the product safety provisions of the Australian Consumer Law and *Competition and Consumer Act 2010* (Cth), and the role, purpose and objectives of the ACCC's product safety functions.
- Demonstrated ability to undertake objective, systematic research, analysis, draw accurate conclusions, critically assess and support evidence-based decision making and present research and findings in well developed written communication.
- Well-developed oral communication skills, ability to influence, persuade and negotiate, along with strong interpersonal skills to work collaboratively and sustain positive relationships with teams and stakeholders.
- A high level of resilience. This role may involve reviewing and analysing disturbing material. It is important that you consider if the advertised role is the right fit for you as exposure to this type of content may be an unavoidable part of the role. While the ACCC provides a framework, training resources and support to help minimise vicarious trauma, applicants need to be resilient in nature and able to draw on individual self-care strategies and support networks to manage their wellbeing.

In addition to the above, APS6 Senior Project Officers roles require:

- Demonstrated ability to work with a high level of autonomy, and be accountable for delivering accurate, timely and quality outcomes as per prepared project plans.
- Experience leading an investigator/compliance team or similar role in a fast-paced and large complex people-centred organisation.

The following job specific criteria are also highly desirable:

- Certificate IV in Government Investigations - successful candidates will be expected to obtain this qualification within 6 months of commencing.

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>

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Carmen Romeo, (08) 8213 3415
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0748821

Australian Competition and Consumer Commission

Closing Date:Sunday 13 October 2024

AER - Network Regulation

Job Title	Analyst/Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$86,653 - \$107,505
Classification	APS Level 5;APS Level 6
Position Number	EA2024/237
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 shape the future of Australia's energy sector and make a real difference for Australian consumers?**

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

As an **Analyst** (APS5) you will:

- Work flexibly as part of a team and independently, across multiple projects in a geographically dispersed and dynamic work environment.
- Collect and analyse data and energy market material to develop insights, identify trends and draw accurate conclusions.
- Demonstrate excellent written and verbal communication skills, particularly in communicating technical information related to the energy sector to a diverse range of internal stakeholders.
- Assist in the development of new and innovative metrics to ensure analysis meets requirements of the changing energy market.
- Build and maintain constructive working relationships with internal stakeholders and work collaboratively with other teams across the AER.
- Demonstrate the ability to work in a fast-paced environment, with competing priorities.
- Identify and contribute to initiatives to improve AER workflows and processes.

As a **Senior Analyst** (APS6) you will work under limited guidance and perform some or all of the following duties:

- Manage small projects and supervise junior staff.
- Research, investigate, and analyse relevant information and contribute to the development of insights, advice, and recommended positions for consideration by the AER Board.
- Use the AER's data models and data visualisation tools such as Power BI to scrutinise energy market data and produce insights that will shape the future of Australia's energy system, ensuring consumers are better off now and in the future.
- Review, investigate, and develop solutions to operational problems and issues.
- Effectively present analysis and findings to the AER Board, Senior Managers and other staff.
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports, and submissions.
- Build and maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy sector participants, Government agencies (Federal and State/Territory) and consumer groups.
- Identify and contribute to initiatives to improve AER workflows and processes.
- Lead and manage more junior team members.

Eligibility

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

- A well-developed understanding, or ability to quickly acquire an understanding, of the Australian energy sector and the role, purpose and objectives of the AER.
- The ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence.
- Interpretation and application of legislation, policies and procedures.
- Strong written and verbal communication skills, with internal stakeholders in a clear, concise and articulate manner.
- Working collaboratively with other people and sustain positive relationships with colleagues and stakeholders.
- A tertiary qualification in economics, corporate finance, law, public policy, engineering, data science or related fields.
- Application of technical skills in tools such as Power BI, Excel and data manipulation techniques.

In addition to the above, the **Senior Analyst** (APS 6) role requires:

- Project management and supervisory skills.
- Proven experience in collecting and analysing complex quantitative data sets.
- Strong research and analytical skills to investigate and analyse complex issues, identify industry trends and develop insightful narratives for reports, papers and advice to senior leaders.
- Excellent written and verbal communication skills, with the ability to tailor messages to suit various internal and external audiences effectively.
- The ability to foster a collaborative work environment and sustain positive relationships with colleagues and external stakeholders.
- Strong technical skills in tools such as Power BI and Excel and data manipulation techniques.
- Demonstrated experience leading a team in a fast-paced and large complex people-centred organisation.

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>

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To Apply

Position Contact	Michelle Shi, 02 9102 4003
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0748851

Job Title	Project Manager/Senior Project Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Townsville QLD
Salary	\$119,173 - \$161,911
Classification	Executive Level 1;Executive Level 2
Position Number	EA2024/238
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 take a leading role in managing the use of technology for a government agency that protects consumers and cultivates competition across Australia's economy?

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

- 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.

- Deliver large, concurrent deliverables to tight deadlines, using initiative while responding flexibly to change and uncertainty.
- Scope, plan, execute and control ICT projects in one or more of the following disciplines:
 - Web development
 - Microsoft Power Platform
 - Data and analytics
 - Cyber security
- Produce project documentation and effective reporting to senior stakeholders including the Chief Information Officer.

Eligibility

About you

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

- demonstrated experience in leading multi-disciplinary teams, successfully delivering large-scale ICT transformation projects that align with organisational objectives.
- extensive knowledge of project management methodologies, including both traditional and Agile approaches. Certification in project management (e.g., AgilePM, PMP, PRINCE2) is highly desirable.
- excellent communication skills, with the ability to articulate complex technical information to diverse audiences.
- demonstrated negotiation skills and the ability to build and maintain effective working relationships across a range of internal and external stakeholders.
- relevant tertiary qualifications in technology, business, or related fields combined with at least 5 years of post-qualification experience in technology or business transformation is an advantage.

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>

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	Peter Conlon, 02 6243 1177
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0748861

Australian Competition and Consumer Commission

Closing Date:Sunday 13 October 2024

Corporate
People and Culture

Job Title	Human Resource Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Darwin NT, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$69,699 - \$84,353
Classification	APS Level 3;APS Level 4
Position Number	EA2024/234
Agency Website	https://www.accc.gov.au/

Job Description

<https://accs.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?
- Are you passionate about HR and customer service?

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 a Human Resource Officer

As a Human Resource Officer, you will be part of People Connect, a recently established team in the People and Culture Branch. We are a fast paced, dynamic team that is growing to support the business as the first point of call for HR support. As a starting point, you will be responsible for co-ordinating the recruitment and onboarding of staff, administration of employment documentation, systems administration, accurate employee payroll data and providing general HR advice as well as supporting on key HR projects as required. The opportunities to learn and broaden your HR knowledge will grow as the team grows. You will:

- Work in a supportive and collaborative team
- Deliver quality and timely HR advice to the business
- Administer employee documentation and HR systems
- Identify opportunities to improve processes, tools and self-service

About you

To be successful in this role, you will have strong attention to detail, the ability to manage competing priorities, manage high volumes of HR transactions, deliver exceptional customer service, be solutions focused and work well under pressure. In addition, you will bring the ability to proactively seek out innovative opportunities to improve the process and deliver customer service that is beneficial to our people and organisation. No 2 days are the same! If you enjoy variety, opportunities to learn and the opportunities to innovate then we would love to hear from you.

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

How to apply

You will be asked to answer two behavioural questions (refer to the Candidate Kit) and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

Eligibility

Notes

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To Apply

Position Contact	Sarah Crosby, sarah.crosby@accc.gov.au
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0748658

Australian Electoral Commission

Closing Date: Sunday 13 October 2024

Electoral Integrity and Operations Group
State Operations QLD Operations

Job Title	Team Leader, QLD Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Maryborough QLD, Dalby QLD, Robina QLD, Brisbane QLD, Ipswich QLD, Toowoomba QLD, North Lakes QLD, Maroochydore QLD, Bundaberg QLD, Rockhampton QLD, Mackay QLD, Townsville QLD, Cairns QLD, Mount Isa QLD
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-326 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

You will be joining a network of Team Leaders and Assistant Team Leaders across the country, responsible for managing your work unit to ensure the proper conduct of our federal elections and referendums. You will work closely with our State Office, National Office and the other States and Territories.

Each Team Leader will typically oversee a team of around 2–10 staff, however, this team size increases significantly during an election event where we scale up and engage our temporary election workforce. During the delivery of the election, the Team Leader will undertake the legislative responsibilities of the Divisional Returning Officer for a federal electoral division and will work to ensure that the division delivers an election result with transparency and integrity.

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.

The position is based in Maryborough and will report to an EL1 Assistant Director – Operations.

A merit pool will be established for multiple locations in QLD.

Duties

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

During 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 will have demonstrated ability to:

- **work with others** - building team spirit, listening and communicating proactively, and recognising the contribution of others.

- **lead and supervise** – delegating effectively, providing clear direction, motivating, and empowering others and setting appropriate standards of behaviour.
- **follow instructions and procedures** – keeping to schedules and deadlines, following set procedures and policies and complying with obligations and requirements of the role.
- **cope with pressures and setbacks** – remaining positive, calm, and working productively in a high-pressure environment.
- **adhere to principles and values** – always demonstrating integrity and upholding ethics and values.

Desirable skills and experience include:

- experience in planning and organising major logistical events - managing time effectively and identifying and organising resources to achieve results.
- ability to adapt and responding to changing circumstances, dealing with ambiguity, and making positive use of opportunities it presents.
- ability to consistently deliver results and achieve project goals, working in a systematic, methodical, and orderly way while monitoring and maintaining high standards for quality.
- a demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

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>

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	Cathy Dalton, Cathy.Dalton@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0748748

Australian Electoral Commission

Closing Date:Sunday 13 October 2024

Enabling and Regulation Group
Legal Services Branch Property Management & Facilities

Job Title	Assistant Director, Leasing
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,821 - \$128,264
Classification	Executive Level 1
Position Number	2024-325 10102
Agency Website	https://www.aec.gov.au/

Job Description

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

The Property Management and Facilities team is responsible for maintaining all AEC office nationally, including the provision of facility management services and associated infrastructure. This includes new and existing leasing arrangements, maintaining AEC property portfolio infrastructure and working with our 3rd party property providers. Ensuring compliance with property related Commonwealth property policy requirements including implementing environmental and sustainable practices.

The AEC's Property portfolio contains a large and diverse footprint to support a nationally dispersed network and agile workforce, and where the portfolio expands and contracts to meet our operational needs on for both long and short-term basis.

Duties

This is an exciting opportunity for an experienced property services leader who will support the day-to-day management and overall delivery of leasing activities. We are also looking for a leader with skills and experience in the Property function including strategy & reporting, facilities management, and capital works.

This role involves leading the AEC's Leasing team, including providing specialist advice, defining and analysing business needs for future leasing opportunities. The Assistant Director works directly to the Director Property Management and Facilities and has supervisory responsibility for up to two APS 6 team members, while working closely with the Property Planning and Capital Works Section and across the organisation more broadly.

To excel you'll have:

- Experience in leading & managing a team to ensure high quality outputs, including building team capability to maintain a high level of expertise and encouraging career development.
- Demonstrated experience in developing and implementing strategies, governance and budgets.
- Ability to develop and support key internal and external relationships, including working with stakeholders to identify opportunities, achieve outcomes and facilitate cooperation in addition to representing and explaining agency views in various forums.
- Demonstrated ability to effectively communicate, with experience in consulting, providing specialist advice and recommendations to management, senior executives, and other stakeholders.
- Ability to contribute to agency doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.
- Understanding of Commonwealth Government property and procurement legislation and other relevant legislation, policies and guidelines.
- Knowledge and experience in successfully setting priorities and delivering quality results on time and on budget.

Desirable

- Experience in project management within a property environment.

Eligibility

- AEC employees must be Australian citizens.
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To Apply

Position Contact	Deesiree Kauflin, (02) 5137 2759
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0748827

Australian Electoral Commission

Closing Date: Sunday 13 October 2024

Enterprise Strategy and Transformation Division
Indigo Program Management Office Program Planning & Reporting

Job Title	Program Officer, Program Planning & Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,336 - \$90,234
Classification	APS Level 5
Position Number	2024-334
Agency Website	https://www.aec.gov.au/

Job Description

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

The Indigo Program has an integral role to play in the introduction of updated and new systems that underpin the way that the AEC operates. The importance of the program is evidenced by our ability to attract experts from across the nation and the ongoing commitment that Government has made to ensure that the Program is a success. This is a flagship Program for the AEC as nothing like it has ever been done before, making it a once-in-a-generation program of work, that directly impacts the delivery of democracy in Australia.

The Indigo Program Management Office (IPMO) Branch is pivotal to the successful delivery of the Indigo Program. It is the Branch that steers the direction of the Program ensuring that the Program meets its obligations to Government, while providing critical business support services across the Group.

The Program Planning and Reporting section within the IPMO Branch supports the successful delivery of the Program through detailed planning and reporting functions. This includes the prioritisation of objectives and development of, and reporting against, the Program's delivery roadmap. Using a Scaled Agile Framework® (SAFe®) methodology, the team is also responsible for the functional capability of the Solution Management Team (SMT).

Duties

The Program Officer will undertake a range of planning and co-ordination activities to support the effective and efficient functioning of the Indigo Program. The Program Officer's main responsibilities will be to assist with planning, co-ordinating and assisting with the delivery of a range of agile ceremonies within the SAFe® methodology.

The ceremonies are large, coordinated events, with a diverse range of stakeholders and requirements. These ceremonies allow for our Agile Delivery Teams (ADTs) to regularly plan, track and to showcase their team objectives, as well as engaging with stakeholders to obtain feedback to better improve their final products. In addition, they provide both Program and Business Executives with visibility on team's progress on deliverables, emerging risks and issues, and to ensure alignment with the Solution Roadmap and the strategic direction of the program.

The Program Officer will play a key role in supporting the planning and execution of events by providing administrative and coordination assistance to the Senior Program Officer. The role is additionally responsible for reviewing and updating program processes, managing group mailboxes and serving as the first point of contact for stakeholders.

To excel you'll have:

- Excellent written and verbal communication skills, with the ability to use the appropriate medium to convey messages to a wide range of audiences.
- Strong attention to detail and experience in managing quality assurance (writing, editing and proof reading) of high volumes of written documentation, presentations and briefs.
- Experience working effectively to manage competing priorities, with an ability to remain calm under pressure and respond flexibly to change and uncertainty.
- Analysis and investigative skills, gathering information from a variety of sources, exploring new ideas, identifying opportunities for continuous improvement.
- Confidence and professionalism, with the ability to effectively collaborate and negotiate within the Indigo Program and at times within the broader agency, and at all levels of seniority.
- Proven ability to make sensitive and complex decisions using professional judgement within legislative parameters and delegated authority.

Desirable

- Experience working in, managing or co-ordinating projects or programs, preferably using Agile methodology.

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>

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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	Ashleigh Dickson, ashleigh.dickson@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0748833

Australian Electoral Commission

Closing Date:Sunday 13 October 2024

Enterprise Strategy Transformation Division
Indigo Program Management Office Program Planning & Reporting

Job Title	Senior Program Officer, Program Planning & Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-335 15770
Agency Website	https://www.aec.gov.au/

Job Description

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

The Indigo Program has an integral role to play in the introduction of updated and new systems that underpin the way that the AEC operates. The importance of the program is evidenced by our ability to attract experts from across the nation, and the ongoing commitment that Government has made to ensure that the Program is a success. This is a flagship Program for the AEC as

nothing like it has ever been done before, making it a once-in-a-generation program of work, that directly impacts the delivery of democracy in Australia.

The Enterprise Strategy and Transformation Division (ESTD) is responsible for enabling, assuring, governing, planning, reporting, and advising on the current and future activities of the Indigo Program. The Division provides opportunities for change and growth for individuals who want to apply their skills and experience in a new environment, while building and shaping their careers.

The Indigo Program Management Office (IPMO) Branch is pivotal to the successful delivery of the Indigo Program. The Branch steers the direction of the Program ensuring that the Program meets its obligations to Government, while providing critical business support services across the Enterprise Transformation Group.

The Program Planning and Reporting section within the IPMO Branch supports the successful delivery of the Program through detailed planning and reporting functions. This includes the prioritisation of objectives and development of, and reporting against, the Program's delivery roadmap. Using a Scaled Agile Framework® (SAFe®) methodology, the team is also responsible for the functional capability of the Solution Management Team (SMT).

Duties

The Senior Program Officer will undertake a range of activities to support the effective and efficient functioning of the Indigo Program Management Office.

The role will be responsible for the development, preparation and maintenance of high-quality program documentation which includes briefings, decision papers, presentations, plans and reporting artefacts. In addition, the Senior Program Officer will assist in maintaining and updating a range of program schedule artefacts. This also includes contributing to reports on Program performance, such as assessing and evaluating progress in accordance with the program's reporting and governance frameworks, processes and timelines.

The Senior Program Officer will have excellent relationship management skills, forming and maintaining positive working relationships across the Enterprise Transformation Group and the broader agency.

To excel you'll have:

- Effective written and verbal communication skills, with the ability to produce high-quality, visually appealing program artefacts and documentation to communicate information to a range of audiences including internal and external stakeholders at all levels of seniority.
- High level of attention to detail and the ability to undertake analysis and draw accurate conclusions from a range of materials and information sources, with an ability to identify problems and work to resolve them.
- Excellent teamwork skills, with the ability to engage, collaborate and negotiate with colleagues to achieve outcomes.
- Ability to work autonomously and make sensitive and complex decisions using professional judgement within legislative parameters and delegated authority.
- Experience effectively managing high volumes of work, competing priorities and strategic directions, with an ability to remain calm under pressure and respond flexibly to change and uncertainty.
- Proven ability to manage sensitive and confidential information, and if required to be briefed on probity requirements of relevant program level procurements.

Desirable

- Experience working in or co-ordinating projects or programs, preferably using Agile methodology.
- Experience in using Microsoft Azure DevOps and Microsoft Project for scheduling.

Eligibility

- AEC employees must be Australian citizens.
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To Apply

Position Contact	Gleana Frost, gleana.frost@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0748834

Job Title	Director, Enterprise Strategy & Transformation
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$134,567 - \$158,004
Classification	Executive Level 2
Position Number	2024-332 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a team of a highly motivated and collaborative professionals that work in the Enterprise Transformation Group (ETG). The ETG is made up of two Divisions, the Chief Information Officer Division (CIOD) and the Enterprise Strategy and Transformation Division (ESTD), that have been established to drive the AEC's transformation agenda, and to deliver the Election Systems Modernisation Program (Indigo Program) on behalf of the agency.

ETG is committed to establishing and maintaining a high performing and positive workplace culture. You will operate in a fast paced, dynamic environment, working closely with Directors, Assistant Commissioners, First Assistant Commissioners, and all areas across the ETG.

Duties

The Director Service Design and Business Analyst Centre of Excellence (COE) leads and manages the team responsible for providing exceptional recruitment, administration and capability services for Service Design, Business Analysis and User Experience Design for the Indigo Program and the broader AEC.

This includes recruitment and procurement of highly skilled labour hire and APS staff that can be drawn upon based on the agency's needs across projects and programs. You will be working with AEC delivery teams to ensure the right capabilities are positioned in the right teams to modernise our systems and ways of working.

Key position responsibilities for the Director, Service Design and Business Analysis Centre of Excellence include estimating, managing and improving resource planning and management for those capabilities across Indigo Program and AEC. Financial and budget forecasting and reporting for those capabilities servicing AEC projects and large programs to inform strategic decision making.

You will be facilitating high quality outcomes, including building team capability to maintain a high level of expertise, encouraging career development and inbuilt succession planning, while analysing and synthesising information from a range of internal and external sources to provide timely strategic advice to the ETG Senior Executive.

The ICT Vendor Management Office (VMO) serves as a centre of excellence for the delivery of ICT throughout the procurement and contract lifecycle. The VMO provides the Indigo Program and the wider AEC business areas of IT professional, coordinated and collaborative advice to facilitate the following services:

- Procurement and Sourcing
- Contract Management
- Contract Administration

The Director of the ICT VMO is responsible for undertaking very complex and/or sensitive work, under broad direction, utilising expertise of procurement and contract management specialists to ensure procurement process requests are compliant with best practice Commonwealth and AEC procurement policy.

This is an exciting opportunity to be involved in major procurement activities for the Indigo Program as it enters the second tranche of delivery and ongoing strategic procurement activity that underpins the AEC's enduring electoral event delivery purpose.

Key position responsibilities for the Director, ICT Vendor Management Office include providing advice, guidance and assistance of a moderately complex to complex nature, on all aspects of procurement to ensure compliance with the Commonwealth Resource

Management Framework, including the Public Governance, Performance and Accountability Act 2013 (Cth) and associated policies and rules (the Framework).

You will oversee the publication of required material on AusTender; oversee the release of tenders to market on AusTender; and undertake regular quality checks of AusTender records to ensure reporting of contracts and amendments on AusTender occurs promptly and within allocated timeframes.

To excel you'll have:

Director (EL2), Service Design and Business Analysis Centre of Excellence

- Strong strategic leadership skills, with the ability to lead and motivate staff effectively to achieve strategic outcomes.
- Demonstrated experience in effectively managing high volumes of work and competing priorities, whilst leading a high functioning team, building team capability and encouraging professional development.
- Demonstrated experience forecasting and managing large budgets and financial reports.
- Excellent written and verbal communication skills, with the ability to effectively synthesise information and communicate to people from different backgrounds and levels of seniority.
- Demonstrated experience in preparing complex and/or sensitive correspondence, briefings, papers, report and other written artefacts, with strong attention to detail.
- Exceptional stakeholder management skills, with the ability to communicate with influence, negotiate outcomes, manage complex stakeholder relationships and communicate decisions using professional judgement.

Highly Desirable

- Demonstrated experience managing Design and BA resources, understanding where those capabilities are placed within projects and programs.

Director (EL2), ICT Vendor Management Office

- Demonstrated understanding of legislative and policy obligations in relation to procurement and contract management and an ability to apply this knowledge in standard IT procurement scenarios.
- Proven ability to successfully manage risk and deliver results within time restraints and with competing priorities.
- Proven ability to communicate with influence, negotiate outcomes and manage stakeholder relationships, including across a geographically dispersed network.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

Desirable

- Relevant qualifications and / or industry certification. For example, Diploma of Government and/or Certificate IV in Government (Procurement and Contracting) or equivalent.
- Understanding of, or the ability to gain an understanding of the Commonwealth Resource Management Framework.
- Relevant qualifications in project management, business, public administration or similar.

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>

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	Talent ETG, Talent.ETG@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0748793

Job Title	EL1 Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/248
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Policy and Governance Branch within the Shared Services Division is responsible for driving cross-government policy and governance outcomes. As part of the Government's APS ERP Approach, the Project Management Office (PMO) has been established in the Policy and Governance Branch to support smaller non-corporate Commonwealth entities to assess ERP uplift requirements and choose solutions that best meet entity needs and budgets.

The PMO will consult with smaller entities to identify those needing a technology uplift and support them to choose a solution that best meets needs and budgets. The PMO will work with entities to prepare a consolidated budget comeback to support the required smaller entity ERP technology uplifts.

Duties

THE OPPORTUNITY

The PMO has opportunities for an EL1 Project Manager to join a small, supportive, high performing team. We are looking for self-motivated and proactive team players who think creatively and look for solutions to complex issues. Working in the PMO will offer high profile, cross-agency exposure. You will develop comprehensive skills in project management, stakeholder engagement, communication, whole-of-government frameworks and Cabinet processes. You will work with entities from across the Commonwealth to increase awareness of and build capability of entities ERP capabilities using technology solutions that best meet their needs.

Key responsibilities include but are not limited to:

- Lead the planning and manage the delivery of an ERP uplift for a small Non-Corporate Commonwealth Entity.
- Undertake project management activities including project planning and documentation (including procurement documents), implementation, monitoring and reporting on progress, providing recommendations about managing risk, and identifying and resolving problems.
- Manage internal and external stakeholders, including technology vendors and services providers to deliver system related projects on time, in scope and in budget.
- Provision of tactical, operational and strategic levels of engagement, decision making and advice through Project Workshops and other communication and engagement channels.
- Working collaboratively with other Project Managers within the PMO to ensure resources are effectively allocated across projects.
- Develop, maintain, and finalise project artefacts including project plans, statements of work, benefits realisation plans and other key documents.
- Make recommendations for continuous improvement in the PMO including sharing project management expertise, mentoring and training to other staff to build team capacity.

DETAILED VACANCY INFORMATION

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

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

Notes

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

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 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of 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	Garn Collinson, 0262151718
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748794

Department of Finance

Closing Date: Sunday 13 October 2024

Ministerial & Parliamentary Services

Job Title	Client Services Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$76,972 - \$87,851
Classification	APS Level 4
Position Number	2024/249
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Parliamentary Business Resources (PBR) Framework Branch in Ministerial and Parliamentary Services Division (MaPS), within Finance, provides advice and support services on a range of matters pertaining to Parliamentarians' work expenses in accordance with federal legislation. These include but are not limited to, property and facilities management and administration of work expenses.

The PBR Branch consists of four teams:

- Capital Works and Security
- PBR Policy and Assurance
- PBR Service Delivery
- State Office and Property Support

Refer to [Home | Ministerial and Parliamentary Services \(finance.gov.au\)](#) for more information.

Duties

THE OPPORTUNITY

We are looking for motivated client service officers to work at the APS 4 level who are eager to strengthen their professional skills and influence the Australian Government's decision-making through the provision of high-quality advice and support to Parliamentarians, office holders and their staff.

The Parliamentary Business Resources Framework Branch has teams across the Nation and relies on staff having diverse experience and skills in Client Service.

As a Client Service Officer your duties may include but not limited to:

- Communicating with current and former *Parliamentarians and Members of Parliament (Staff)* *Act 1984* (Commonwealth) employees on a range of services within the PBR Framework.

- Researching, interpreting and providing accurate, timely advice in accordance with federal legislation and existing frameworks.
- Using a range of systems to process payments of accounts pertaining to Parliamentarians' work expenses and allowances
- Provide property and office facilities management services and assist with the effective operation of Commonwealth Parliament Offices (CPOs).
- Work collaboratively with colleagues, internal and external stakeholder to deliver a seamless client experience.
- Provide assistance with preparation of correspondence and reports, as required.
- Undertake ad hoc projects, and general research tasks, as directed. We are looking for people who will champion our inclusive, curious and empowered culture, are able to align to our Departmental priorities, who seize opportunities presented by change and are able to identify and lead innovation and continuous improvement in the workplace.

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.
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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	Christa Calvignac, 03 9660 6600
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748801

Department of Finance

Closing Date:Sunday 13 October 2024

Budget Policy and Data Division

Job Title	Director, Data Governance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$149,239 - \$175,700
Classification	Executive Level 2
Position Number	2024/245
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION AND THE BRANCH

Budget Policy and Data Division is responsible for Finance's contributions to the annual budget process and leads Finance's data governance activities. It has a centre of expertise in data analytics to assist teams across the Department.

The Division provides advice on whole of government budget trends and policy issues, budget processes, and methodologies for compiling budget estimates. Working closely with the other central agencies, the division coordinates the annual Budget process and coordinates information and advice to Government from Agency Advice Units and other central agencies about budget issues and new policy proposals to provide advice to government.

The division produces and maintains the Budget Process Operational Rules (which are agreed by Government), provides guidance to portfolio agencies on their input into budgetary processes, and undertakes analysis and management of budget estimates in the Central Budget Management System.

The division collaborates with other functions across Finance to develop and maintain our data governance frameworks and our adherence with the *Data Availability and Transparency Act 2022* (DATA Scheme). It also provides expert data analytics services to support Finance's budget, policy, delivery and operational activities.

Data Governance and Analytics Branch was established in late 2023 to be responsible for:

- enterprise data governance for Finance, integrated with whole of government data frameworks and policies;
- the management of requests for Finance data under the DATA Scheme; and
- providing data-based insights to inform Finance's advice on government expenditure, program delivery and operations.

Duties

THE OPPORTUNITY

The Data Governance Team is responsible for enterprise data governance in Finance. As the Director of the Data Governance Team, you will work directly to the Chief Data Officer to lead the uplift of Finance's data maturity. You will lead and motivate your team to deliver Finance's data governance priorities and be an active part of the leadership of Budget and Policy and Data Division.

As Director, you will engage with and support all parts of Finance to develop and administer our data governance frameworks. You will be an organisational leader on data governance issues, working with Finance's diverse teams to:

- consult, develop, and refresh Finance's data strategy;
- develop enterprise data governance policies and standards, including communication and implementation strategies to implement Finance's data governance framework;
- manage Finance's engagement with the DATA Scheme, including management of requests under the DATA Scheme;
- coordinate whole of government data activities across the Department for example, Finance's response to the Data Maturity Assessment; and
- support the Chief Data Officer and the Senior Data Group provide Finance's Executive Board with an enterprise view of Finance's data risks and activities.

You will contribute to and communicate the strategic direction of the Department and your ability to translate strategy into operational goals will be complimented by sound judgement, ability to foster innovation and steer and implement change while dealing with uncertainty.

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.
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Notes

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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	Nhi Nguyen, (02) 6215 3950
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748822

Department of Finance

Closing Date:Sunday 13 October 2024

Corporate

Job Title	HR Assist Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$76,972 - \$87,851
Classification	APS Level 4
Position Number	2024/247
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Human Resources (HR) Branch is responsible for strategic and operational human resource management activities including:

- Drafting, consulting, implementing and reviewing HR policies and procedures
- Employment-conditions advice and services
- Case management advice and support
- Work, health and safety, rehabilitation and workers compensation matters
- Recruitment, mobility and resource management
- Entry Level Programs
- SES Unit
- Workforce reporting and planning
- Enhancing organisational culture
- Diversity initiatives
- Capability development
- Performance management
- Learning and development

Duties

THE OPPORTUNITY

The HR Assist team is at the front line of Human Resources (HR) for the Department of Finance. We deliver timely and accurate responses to various client groups and support our people across the country with a strong focus on customer service and building trusting relationships with employees and business areas.

The HR advisor role will work within a small team to provide advice and support to the Department of Finance employees in relation to their conditions, leave and entitlements.

We offer general and specialist HR advice for policies, payroll, conditions of employment and guidance material, along with key business improvement activities, relating to the delivery of HR services.

We are seeking candidates who are motivated self-starters with demonstrated initiative, organisational skills and attention to detail to fill an expected vacancy. Candidates will have excellent interpersonal skills, with the ability to develop and maintain working relationships with both internal and external stakeholders.

As a small team, the successful candidate may also have the opportunity to build and embed their skills across other areas of interest within the HR function.

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

About the Department of Finance

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

To Apply

Position Contact	Natalie Srsa, 02 6215 1940
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748823

Job Title	Stakeholder Engagement and Secretariat Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/254
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

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

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

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

Duties

THE OPPORTUNITY

There is currently an exciting opportunity for a Stakeholder Engagement and Secretariat Officer to work within an energetic, high pace team responsible for delivering this nationally significant project.

Key responsibilities include:

- Manage project communications artefacts, stakeholder management plans, media enquiries and monitoring, coordinate monthly newsletter and website updates.
- Manage the Secretariat function for project governance arrangements, facilitating and coordinating of a number of governance bodies and reporting.
- Development of key government processes including Senate Estimates, Question Time, presentations, executive/ministerial briefings and coordination of the Gateway Review Process.
- Communicate with internal and external stakeholders to provide updates regarding project status and stakeholder issues.
- Manage the delivery of projects activities by working collaboratively with all stakeholders to achieve desired outcomes.
- Provide project and operational support, including monitoring and reporting on project milestones and deliverables, to ensure time, cost and quality outcomes are in line with approved project plans.
- Working collaboratively within the project team and engaging with other Commonwealth agencies and external stakeholders including consultants and contractors.

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

DETAILED VACANCY INFORMATION

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

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

Notes

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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	Toni Baker, 02 6215 3570
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748852

Department of Finance

Closing Date: Sunday 13 October 2024

Job Title	Director, Parliamentary and Judicial Schemes
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$149,239 - \$175,700
Classification	Executive Level 2
Position Number	2024/256
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE SECTION & TEAM

Electoral and Superannuation Policy Branch provides policy advice and oversees the legislation and governance of Australia's electoral and referendum frameworks and Commonwealth superannuation arrangements. We are committed to promoting trust, transparency, and integrity within these domains, recognising them as foundational pillars of our nation's democracy, public service, and governance.

Our key areas of work include:

- Electoral and referendum policy and legislation: ensuring every Australian's vote counts and electoral laws remain robust and fair.
- Superannuation policy and legislation: overseeing the superannuation and retirement schemes for Commonwealth employees, from the Australian Public Service to federal judges, ensuring they are supported in their post-service life.
- Direct impact: Administering pension payments to over 650 members, our branch directly enhances the lives of those who have served our nation, including former Governors-General, judges and parliamentarians.
- Portfolio oversight: Our expertise guides the Australian Electoral Commission and the Commonwealth Superannuation Corporation, influencing outcomes through policy advice to Government and oversight of key legislation.

About the Team

The Parliamentary and Judicial Schemes Team provides policy advice and oversees the operation and delivery of the:

- *Parliamentary Contributory Superannuation Act 1948*;
- *Parliamentary Superannuation Act 2004*

- *the Judges' Pensions Act 1968*; and
- relevant sections of the *Governor-General Act 1974* and the *Federal Circuit and Family Court of Australia Act 2021*.

This includes maintaining legislative oversight and direct delivery of four defined benefit superannuation schemes; the Parliamentary Contributory Superannuation Scheme (PCSS), Judges' Scheme, the Governors-General Scheme and the Division 2 Judges of the Federal Circuit and Family Court of Australia Death and Disability scheme. **Duties**

ABOUT THE OPPORTUNITY

The Director reports directly to the Assistant Secretary of Electoral and Superannuation Policy Branch.

As the successful candidate, you will lead a small, specialised team that provides high quality policy and legislative advice, supports and administers the legislative and regulatory framework with regards to Commonwealth Parliamentary, Judicial and Governors-General Superannuation, and directly administers multiple defined benefits superannuation funds for former Parliamentarians, Federal Judges and Governors-General. You will regularly engage across the Department, as well as with other government entities and regulators, and support a wide variety of high-profile members. The Director of Judicial and Parliamentary Schemes is a unique position that, by necessity, transgresses the gap between legislation, policy and operational responsibilities.

The functions of the position include, but are not limited to:

- Leading the team administering specific defined benefits superannuation schemes, with a strong focus on promoting innovation and business improvement processes while ensuring high levels of accuracy, governance and compliance with relevant regulatory requirements;
- Providing advice on policy and legislation to senior managers, the Finance Minister and the relevant schemes trustees;
- Responding to and managing sensitive queries;
- Undertaking the role of Anti-money laundering and counter-terrorism financing (AMLCTF) compliance officer for the ongoing operation of the schemes under administration;
- Proactive engagement with relevant stakeholders including the external IT vendor to ensure continual efficient operation of the superannuation management system; and
- Driving opportunities for continual improvement of processes and staff development.

DETAILED VACANCY INFORMATION

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

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

Notes

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

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 12 months. A specified term may be extended up to a maximum period of 18 months.

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	Sebastian Powney, (02) 6215 1603
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0748825

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 11 October 2024

Digital Services
Technology Infrastructure & Cloud Services Platform Services

Job Title	Azure Cloud Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/3336
Agency Website	https://www.agriculture.gov.au

Who we are

Platform Services is a team of dedicated technical people and managers who deliver a variety of platforms and services. Our duties range from AZURE support and DevOps to Messaging, Database administration and monitoring. We are currently integral to the delivery of several major ICT programs of work across the department including Digital Foundations (Taking Farmers to Market), Desktop 1, recent MoG changes and the Departments capital refresh program CAPSTAR.

Duties

The Job

We are looking for an Azure Cloud Engineer with an infrastructure background who is proactive in their approach. Duties will include:

- The creation of pipelines within Azure DevOps to enable resource deployment and configuration within the Department's Azure Subscriptions
- L3 infrastructure support for hosted business applications, including configuration of AZURE and Web application firewalls
- Providing input to the design, development and implementation of DAFF's AZURE hosting platform
- Working collaboratively with a multi-disciplinary team on our continuous improvement program – including code maintenance, hygiene processes and evergreening our resource/ asset base.

Eligibility

What we are looking for
Knowledge and experience

- Working knowledge of Azure and the ability to manipulate these through coding (primarily Terraform).
- Experience interacting positively with internal and external stakeholders to solve problems and working collaboratively to achieve outcomes.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Ben Laurence-Rogers, 0430 472 072
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Monday 07 October 2024

National Energy Transformation
Energy Enablers Office of Australian Energy Infrastructure Commissioner

Job Title	Policy and Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/2381
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=9E880359-C3CD-207A-6BAC-DB1E47E2FB48>

Who we are
The Australian Energy Infrastructure Commissioner (AEIC) handles enquiries and complaints from community residents about wind farms, solar farms, energy storage facilities and new major transmission projects. The Commissioner is an independent non-statutory appointment by the Australian Government. The Commissioner reports directly to the Minister for Climate Change and Energy, and the Terms of Reference are available at www.aeic.gov.au

Duties

This position provides a unique opportunity to work directly with communities, industry representatives and government agencies during an important time in Australia's energy transformation.

As part of a collaborative and energetic team, you will be responsible for helping the Commissioner and the Office team to identify, monitor, unpack and have a meaningful impact on complex issues at both the project and systemic levels. As an APS6 Policy and Communications Officer you will leverage the AEIC's unique position to help the Commissioner convert the team's case-handling and stakeholder engagement insights into influential cross-sector transparency and best practice initiatives. This will include being the direct line manager of an APS5 Policy and Research Officer, and building on your own involvement in case handling and stakeholder engagement activities across different asset types and all levels of government. Your work would also include opportunities to undertake project site visits and meet with regional communities across Australia.

Your work will include undertaking research and analysis on current legislative, regulatory and industry requirements, helping the Commissioner to contribute to external policy development processes, as well as ongoing liaison and partnerships with a range of stakeholders to identify emerging issues and formulate practical solutions. The role has operational responsibility for ensuring the AEIC's website and communication products are effective, with a clear focus on ensuring people with questions and concerns about renewable energy projects and new transmission infrastructure can easily access credible information and pursue practical outcomes.

What we are looking for
Knowledge and experience

- Demonstrated experience in any area of public policy, community engagement, industry regulation, project management, large-scale infrastructure and/or the energy transition
- A track record of effective inter-personal and public communication, using a range of tools, practices and products

- Familiarity in the use of a workflow, contact or complaints management system (or familiarity with an equivalent record keeping and platform)

Skills and capabilities

- Excellent verbal, interpersonal and written communication skills
- Strong policy research and stakeholder engagement skills to gather and investigate credible information from diverse sources, undertake systematic analysis and generate practical recommendations and related communication activities
- an ability to work productively, flexibly and collaboratively as part of a small team in a dynamic external environment
- Excellent time management skills and strong attention to detail
- Demonstrated ability to develop project and product workplans, manage multiple demands, and prioritise work accordingly
- Demonstrated ability to build and sustain positive working relationships with internal and external stakeholders
- Demonstrated experience supervising workflows and direct reports (where relevant) while contributing to the Office's operational effectiveness.

Desirable qualifications

Qualifications relevant to the work of the AEIC, including public policy, community engagement and/or public communications, would be highly regarded. **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 Check** - 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 of 6 months.

Notes

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Jarrod Lenne, 0421 466 583
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=9E880359-C3CD-207A-6BAC-DB1E47E2FB48

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Agriculture, Water and the Environment

Vacancy VN-0748569

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Monday 14 October 2024

Circular Economy
Supply Chain Initiatives Several

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$141,563 - \$164,475
Classification	Executive Level 2
Position Number	2024/2338
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=49E4D49A-9D3B-60ED-1B14-DB1E481860E9>

Who we are

The Circular Economy Division delivers programs and develops policies that support the Australian Government's ambitious agenda to transition to a more circular economy by 2030. Our work helps deliver the department's vision of an Australia that is prosperous because it is sustainable, with community and Country at the heart of our actions. We work collaboratively and extensively with industry along the length of Australia's supply chain, non-government organisations (NGOs), foreign governments and Australia's state, territory and local governments. It is an exciting time to join the division as it embarks on implementing an ambitious agenda to support Australia transition to a more circular economy. You will join a supportive team that welcomes a wide range of views to deliver circular economy outcomes.

The Circular Economy Division has four branches.

Supply Chain Initiatives Branch sets the national direction to transition to a circular economy and collaborates widely to develop the best policy and regulatory settings for Australia's supply chains to engage in circular markets. We do this through developing policy and programs, administering a range of legislation relating to product stewardship, supporting the Minister for Environment's Circular Economy Advisory Group, and setting policies to build confidence and drive demand for circular practices and recycled content.

Chemicals and Atmosphere Branch plays a critical role in protecting the Australian environment and (indirectly) human health from the risks of harmful chemicals, synthetic greenhouse gases and ozone-depleting substances. The branch's expertise informs work to deliver Government priorities to achieve net zero emissions by 2050, Australia's Paris Agreement targets and its commitment to transition Australia towards a safe circular economy by 2030. Other government and industry programs related to our work include national actions tackling waste, and a new global treaty on plastic pollution. We are a multidisciplinary team that is

committed to these roles through undertaking a range of activities that are making a positive difference in the real world.

Waste and Resource Recovery Policy Branch drives domestic and international engagement to reduce waste, increase resource recovery and improve environmental outcomes in support of Australia's transition to a circular economy. The branch leads on work in reforming packaging available in Australia, negotiations on the global treaty to end plastic pollution, domestic plastics policy, and oversight of the National Waste Policy Action Plan.

Partnerships, Infrastructure and Analysis Branch enables Australia's transition from waste management to resource circularity through evidence-based policy advice, robust information sharing and national coordination and placement of strategic infrastructure and systems. We administer the Recycling Modernisation Fund and policy for Australia's export of wastepaper and cardboard, plastic, glass and tyres, and have responsibility for reviewing the Recycling and Waste Reduction and National Environment Protection Council legislative frameworks.

Positions are available across more than one section in Circular Economy Division.

Duties

- providing leadership and strategic direction for a section including building and maintaining team capacity and capability to deliver results
- leading high-quality analysis and formulating high quality advice on the development of new policy or changes to existing policy
- leading the development and implementation of new policies, including through legislative and regulatory design
- leading Australia's engagement in international chemicals and waste multi-lateral agreements
- leading and developing large-scale programs to implement our policy reforms and government commitments
- developing and maintaining influential working relationships with government, industry, research, and non-government stakeholders to support the division's objectives
- driving ongoing innovation to improve the way we do business.

What we are looking for

Knowledge and experience

We are looking for leaders with excellent people management and stakeholder engagement skills, who consider multiple options to resolve challenging issues. Ideally you will have experience working on complex issues in a politically sensitive environment.

Successful applicants will have knowledge and/or experience in one or more of the following:

- A strong understanding of the areas of work, or the ability to quickly develop this understanding based on experience in other similar highly technical or policy areas
- Policy and/or program development and design, including through legislation and regulations, grants or other mechanisms.
- International policy, negotiation and implementation.
- Project and risk management.

Skills and capabilities

- Leadership
 - Experience successfully leading and managing a multidisciplinary team, demonstrating a high level of independence.
 - Demonstrated exceptional judgement and decision-making skills, and experience in organisational leadership including change and people management.
- Strategic thinking
 - Demonstrates strategic approaches and fosters a commitment toward continuous improvement.
 - Demonstrated ability to harness opportunities, use initiative and to proactively manage complex and politically sensitive situations.

- **Analytical skills**
 - Demonstrated ability to manage multiple priorities and have analytical abilities of a high order and experience in solving complex issues.
- **Collaboration**
 - Highly collaborative, flexible team player who embraces diversity to deliver significant outcomes.
 - Proven ability to work collaboratively with a broad range of stakeholders within an organisation, and across other jurisdictions and industry.
- **Communication**
 - Communicates with influence, highly developed written and verbal communication and interpersonal skills and the ability to effectively represent the department in sensitive negotiations, including at state and national forums.
 - Demonstrated ability to influence, negotiate, advocate and inspire others.
- **Planning and delivering**
 - Proven ability to manage available resources to complete competing priorities within tight timeframes, and sound business acumen.
 - Demonstrated ability to develop, monitor and execute project plans and organise teams to achieve ambitious targets and deliverables

Desirable qualifications

Tertiary qualifications in a relevant discipline (e.g. environmental science, ecology, sustainability, chemistry, law) would provide an advantage for some of the available roles but are not mandatory.

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 Check** - 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 of 6 months.

Notes

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Chloe Bird, 0456 626 509
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=49E4D49A-9D3B-60ED-1B14-DB1E481860E9

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Agriculture, Water and the Environment

Vacancy VN-0748803

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 17 October 2024

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Nursery Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/2442
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=F4AC0D1D-A86B-B663-F2A1-DB1D1C256623>

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.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia

- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department.

The Australian National Botanic Gardens (ANBG), on the lower slopes of Black Mountain in Canberra hosts the nation's largest living collection of Australian native plants. The Gardens features over 4,000 species representing one-fifth of Australia's known native plants with over 78,000 plants growing on site. It is the only place in the world you can see this diversity of Australian flora in one location. The living collection is an important scientific resource. The scientific basis of the ANBG's collection means scientists from around the world refer to the ANBG for information. The ANBG is involved in in situ conservation of threatened species and through ex situ cultivation and propagation trials and the collection of seeds for conservation in the National Seed Bank for study and reintroduction into their native habitats. **Duties**

The role involves managing the ANBG's Nursery operations that comprises propagation activities in the nursery production areas and development of the tropical plant collections in the greenhouses and the Ian Potter National Conservatory (under construction). Assisting with horticultural planning for the living collection, conservation programs and collection practices. The role is responsible for managing Nursery staff, budgets, operational plans and projects.

What we are looking for

Knowledge and experience

- Demonstrated practical experience in nursery operations and horticultural facilities management.
- Demonstrated knowledge and experience in the propagation of Australian plants, ideally with tropical and sub-tropical flora.
- Experience in managing a significant living plant collection.
- Demonstrated experience at effectively managing projects, workplans, budgets and staff.

Skills and capabilities

- Demonstrated leadership abilities, including fostering a culture of positive organisational behaviour and building staff capability in a team environment.
- Ability to build and maintain positive working relationships, establish partnerships and facilitate the sharing of information with a range of stakeholders.
- Well-developed skills in communication, negotiation, influencing and representation.
- Demonstrated ability to identify and analyse complex issues and recommend solutions.

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 does not require a security clearance.
- **Pre-employment Check** - 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 of 6 months.
- **Driver Licence** - You must hold and maintain a valid Australian motor vehicle driver license.
 - **Mandatory qualifications** - Qualifications in Horticulture are essential.

Notes

- The physical requirements of the role(s) involve a combination of outdoor and office-based work.
- You will be required to wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Peter Byron, 0429 659 320
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=F4AC0D1D-A86B-B663-F2A1-DB1D1C256623

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Agriculture, Water and the Environment

Vacancy VN-0748807

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 17 October 2024

Parks Australia
Science & Australian National Botanic Gardens Biodiversity Science and Knowledge

Job Title	Continuing Connections Officer - Bush Blitz
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/2265
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=310A6D73-D59D-73B3-2CB4-DB1D1C3429B1>

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 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.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia.
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving.
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants.
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes.
- Facilitating research and science capacity building and education.
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation.
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department.

Bush Blitz is the world's largest biodiversity documentation program. It is a partnership between Parks Australia, the Department of Climate Change, Energy, the Environment and Water (the

Department), BHP and Earthwatch Institute. The Bush Blitz Program runs scientific expeditions to locations in Australia to investigate and document biodiversity. The Bush Blitz program is delivered predominantly through Parks Australia and team members are employed within Parks Australia in the Science & Australian National Botanic Gardens Branch. **Duties**

- Coordination of the Bush Blitz Continuing Connections project which aims to develop ongoing connections with Bush Blitz stakeholder communities.
- Support Bush Blitz liaison with Indigenous ranger groups and land managers, Bush Blitz researchers and external partners and stakeholders to coordinate Continuing Connections outcomes.
- Prepare reports and briefings associated with the Bush Blitz Continuing Connections project. Contribute to reports, coordinated responses and briefings for Section business.
- Negotiation of new scientific partnerships and stakeholders.

What we are looking for

Knowledge and experience

- Demonstrated coordination and liaison experience working with land managers, First Nations people, researchers and educators.
- Existing networks and networking experience in an area/s relevant to the Bush Blitz program.
- Knowledge and understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and a proven ability to engage appropriately with Aboriginal and Torres Strait Islander peoples and communities

Skills and capabilities

- Ability to work effectively as a constructive member of a small team and independently.
- Strong communication skills and the ability to manage a range of correspondence types.
- Demonstrated organisational skills in handling a wide range of administrative tasks, defining work priorities, monitoring workflows and meeting agreed deadlines.
- Willingness to travel and work in the field in remote locations with basic facilities for up to 2 weeks at a time.

Desirable qualifications

- A tertiary qualification in biological sciences, education or similar.

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 Check** - 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 of 6 months.
- **First Aid Certificate** - you must hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- **Driver Licence** - you must hold and maintain a current manual driver licence.
- **Working With Vulnerable People Registration** - you must obtain and maintain Working With Vulnerable People registration the ACT.

Notes

- The physical requirements of the role(s) involve a combination of outdoor and office-based 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 have the ability to drive a 4WD vehicle
- You will be required to wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures

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

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

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Jo Harding, 0459 804 796
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=310A6D73-D59D-73B3-2CB4-DB1D1C3429B1

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Attorney-General's

Vacancy VN-0748772

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 13 October 2024

Corporate
Business and Partnerships National Police Checking Service

Job Title	Support Officers, National Police Checking Service (NPCS)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$74,422 - \$80,807
Classification	APS Level 4
Position Number	5606_09/24_BP
Agency Website	https://www.acic.gov.au/

Job Description

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

About the role

Support Officers in the National Police Checking Service (NPCS or the Service) will be required to support the delivery of the Service, by providing timely and accurate customer support to our key stakeholders including police partner agencies, government and non-government organisations as well as members of the general public. The position requires candidates who have strong customer service and communication skills, as well as the ability to develop and maintain productive working relationships.

Duties

Accreditation and Audit

The Accreditation and Audit team is responsible for assessing applications from prospective organisations to become accredited with the ACIC for the purposes of submitting Nationally Coordinated Criminal History Checks, as well as managing the contract between Accredited Bodies and the ACIC. The team is also responsible for delivering the NPCS Assurance Program to ensure that Accredited Bodies are meeting their contractual obligations in accessing and using the Service.

Business Capability and Reporting

The Business Capability and Reporting team is responsible for any technical queries relating to the service for police and Accredited Bodies. The team also manages the reporting functions for the Service, which includes providing data to stakeholders regarding check volumes, revenue and other information relating to the Service.

Policy and Coordination

The Policy and Coordination team is responsible for the business policy direction of the Service, and manages the governance functions of the Branch. The team ensures that critical aspects of the Service meet emerging Government priorities, which benefit the community and national security.

Service Delivery

The Service Delivery team is responsible for providing operational and customer support to police, Accredited Bodies and members of the general public. The team is also responsible for stakeholder engagement for the NPCS.

Secondary Clearing

The Secondary Clearing team supports the processing of nationally coordinated criminal history checks to ensure the Service meets check processing benchmarks. The team supports the operational performance of the Service by assessing those checks that have had potential matches.

Our ideal candidate

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

- Excellent customer service with the ability to respond to customer enquiries via telephone and in writing
- Ability to produce high quality written correspondence, basic reports and procedural documentation
- Ability to build productive working relationships with internal and external stakeholder
- Contributing to team dynamics by providing advice and input to decision making
- Contributing to team meetings to improve service delivery

- Ability to interpret and apply legislation, policy and government standards to support business processes
- Ability to analyse and identify issues with business processes
- Maintain accurate record keeping in accordance with Standard Operating Procedures
- Develop subject matter expertise in operation of the Service
- Escalating complex enquiries to the team supervisor and senior advisor as needed
- Provide administrative support for team leaders and senior management.

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	Paul, 02 6268 7550
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0748838

Australian Human Rights Commission

Closing Date:Friday 11 October 2024

Job Title	ICT Analyst – Security
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$90,199 - \$102,002
Classification	APS Level 6
Position Number	1258
Agency Website	

Job
Description

<https://humanrights.gov.au/about/jobs/job-details?nPostingId=276&nPostingTargetId=321&id=Q7FFK026203F3VB>

About us

Join Us as an ICT Analyst - Security

Do you have ICT Analyst with a focus on cybersecurity? We're seeking your expertise to enhance our cybersecurity practices and ensure compliance with regulatory requirements, particularly in Microsoft environments (Azure and Microsoft 365).

About Us

The Australian Human Rights Commission, located in Sydney CBD, is dedicated to advancing human rights across Australia. We offer flexible hybrid and remote work options for this full-time role, with a competitive salary of \$90,199 - \$102,002 pa plus 15.4% superannuation.

About the Role

As a Cyber Security Analyst, you'll implement audit findings to align with the Essential Eight, Protective Security Policy Framework (PSPF), and Information Security Manual (ISM), ensuring our cybersecurity practices meet current and future regulatory needs. You will collaborate across the organization to develop and manage cybersecurity controls and write policies to ensure compliance with Australian Government standards.

Duties

Key Responsibilities

- Audit Implementation: Assess and implement cybersecurity measures based on audit findings.
- Cybersecurity Strategy: Provide strategic guidance on cybersecurity governance and compliance.
- Documentation: Develop and manage cybersecurity policies and controls.
- Collaboration: Work with IT teams to integrate cybersecurity measures across systems.
- Training: Create and deliver training to foster a strong cybersecurity culture.
- Incident Response: Develop and maintain an incident response plan and improve cybersecurity practices.
- Data Protection: Ensure secure handling of sensitive information per legal requirements.
- Stakeholder Engagement: Communicate and align cybersecurity objectives with staff and stakeholders.
- Regulatory Reporting: Manage cybersecurity audits and compliance reporting.

Qualifications

- Strong knowledge of the Essential Eight, PSPF, and ISM.
- Proven experience in cybersecurity policy development, especially in Microsoft environments.

Skills & Experience

- Excellent project management skills and the ability to lead initiatives.

Apply Now!

Join us in promoting human rights and enhancing cybersecurity within our organization.

Other requirements

- Completion of the Commission's mandatory training modules and attendance at workshops.
- Compliance with the Commission's policies and procedures.
- Compliance with relevant Commonwealth Government policies.
- Adherence to the [APS Values, APS Code of Conduct and Employment Principles](#).
- Adherence to Work Health and Safety employee obligations and duties.
- Compliance with positive duty requirements through [Respect@Work](#).

Eligibility

Additional Information

- Demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct.
- Uphold the integrity and independence of the Australian Human Rights Commission.

We look forward to receiving your application and exploring how you can contribute to our vibrant and supportive team.

Applications close Friday, 11 October 2024.

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, LGBTIQ+ 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 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 and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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.

Notes

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position, 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 Henry Eills Director ICT henry.eills@humanrights.gov.au .

About the Australian Human Rights Commission

To Apply

Position Contact	Henry Eills, henry.eills@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?nPostingId=276&nPostingTargetId=321&id=Q7FFKC

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Attorney-General's

Vacancy VN-0748839

Australian Human Rights Commission

Closing Date:Friday 11 October 2024

Job Title	ICT Analyst – Business Systems
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$90,199 - \$102,002
Classification	APS Level 6
Position Number	1259
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs/job-details?nPostingId=277&nPostingTargetId=320&id=Q7FFK026203F3VB>

About us

Join Us at the Australian Human Rights Commission as an ICT Analyst for Business Systems

Are you an experienced ICT Analyst skilled in implementing Case Management and CRM systems? We're looking for someone like you!

About Us:

Located in Sydney CBD, the Australian Human Rights Commission promotes human rights across the nation. We're committed to inclusivity and fostering a respectful culture.

About the Role:

This full-time position (flexible hybrid/remote options) offers a salary of \$90,199 to \$102,002 pa plus 15.4% superannuation. You will:

- Lead the implementation of key business solutions.
- Analyse and improve existing business processes.

Skills & Experience

- Manage projects from planning to execution.
- Collaborate with stakeholders and external vendors.
- Utilize SharePoint and Power Platform for system enhancements.
- Provide training and ongoing support.

Key Responsibilities:

- Implement and document business systems, including Case Management and CRM.
- Conduct system analysis to recommend improvements.
- Manage project documentation and stakeholder engagement.
- Develop custom workflows and dashboards using Power Platform tools.
- Ensure data integrity and compliance with policies.

Qualifications:

- Proven experience in managing business systems, preferably in a government setting.
- Strong knowledge of SharePoint, Power Platform, and cloud solutions.
- Project management skills and excellent communication abilities.

Duties

Additional Information

- Relevant certifications (e.g. Microsoft Certified).

Applications close Friday, 11 October 2024.

Notes

We value inclusivity and diversity, we strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQ+ 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 merit pool established is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, also be used to fill future ongoing and non-ongoing vacancies in the Commission.

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position, your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

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 Henry Eills Director ICT henry.eills@humanrights.gov.au .

Eligibility
Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Henry Eills, henry.eills@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?nPostingId=277&nPostingTargetId=320&id=Q7FFKC

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Attorney-General's

Vacancy VN-0748856

Australian Human Rights Commission

Closing Date:Friday 11 October 2024

Job Title	Manager, Public Awareness and Education - National Anti-Racism Strategy
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$111,649 - \$124,836
Classification	Executive Level 1
Position Number	1191
Agency Website	

Job
Description

<https://humanrights.gov.au/about/jobs/job-details?jobId=322&jobTitle=Manager%2C%20Public%20Awareness%2C>

The Australian Human Rights Commission based in the heart of Sydney CBD, is excited to announce several positions available within our team. We offer flexible hybrid and remote work options to suit your lifestyle.

This full-time, ongoing position offers a competitive salary range of \$111,649 up to \$124,836 pa per annum plus 15.4% superannuation.

About Us

The Australian Human Rights Commission (the Commission) is Australia’s national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights. Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The Race Discrimination Team is at the forefront of promoting equality and inclusivity through our National Anti-Racism Strategy. We lead impactful policy initiatives, public awareness campaigns, and educational programs designed to create a more just society. **Duties**

Join Our Team as a Public Awareness and Education Coordinator
Purpose of the Position

We are looking for a dedicated and passionate individual to join our team in an ongoing role, reporting to the Director of the National Anti-Racism Strategy. This position plays a vital role in supporting our strategic initiatives by:

- Coordinating and implementing national public awareness and education campaigns that inspire understanding and action against systemic racism.
- Supporting the anti-racist efforts of Aboriginal and Torres Strait Islander peoples and individuals from negatively racialized communities.

About the role:

Public Awareness and Education Initiatives

- Design and deliver national anti-racism campaigns across multiple channels, aligned with the National Anti-Racism Framework.
- Develop robust consultation and community engagement strategies based on anti-racist and human rights principles.
- Monitor, evaluate, and report on the effectiveness of our initiatives to ensure impactful outcomes.

Leadership

- Set clear objectives and direction for public awareness efforts, advising key internal stakeholders, including the Race Discrimination Commissioner and Commission Executive.
- Provide strategic guidance on resource allocation to maximize the impact of our campaigns.
- Support and mentor team members to excel in their roles.

Stakeholder Engagement

- Build and maintain strong relationships with internal and external stakeholders to support our strategy.
- Regularly brief senior stakeholders on campaign activities, risks, and mitigation strategies.
- Collaborate with internal experts to ensure effective campaign delivery and leverage existing networks.
- Manage procurement and engagement with external suppliers in line with guidelines.

Experience and Qualifications

- Deep understanding of race, racism, and anti-racism in the Australian context.
- Proven experience in delivering successful public awareness and education initiatives.
- Background in providing communications support on sensitive issues within complex environments.
- Strong advisory skills for senior stakeholders, with superior written communication abilities across various media.
- Experience in promoting systemic change in a complex operating environment.
- Tertiary qualifications in communications, journalism, marketing, or related fields are preferred.

About you:

Strategic Direction

- Think strategically and align work with the Commission's goals, demonstrating sound judgment and problem-solving abilities.
- Excellent time management skills to prioritize activities for maximum impact.

Relationship Building

- Foster positive relationships with team members, colleagues, and external stakeholders.
- Create a culturally safe and inclusive team environment.

Communication

- Strong verbal and written communication skills, with the ability to convey complex information clearly and sensitively.
- Use a trauma-informed approach to engage with diverse audiences effectively.

Why Join Us?

This is an exciting opportunity to contribute to meaningful change in the fight against racism in Australia. If you're ready to make a difference and lead impactful initiatives, we'd love to hear from you!

Apply today and help us create a more inclusive and equitable society!

Applications close Friday, 11 October 2024. Eligibility

Notes

Notes

We strongly encourage First Nations people and individuals from other negatively racialised backgrounds to apply.

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.

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 and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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 Catherine Duff, Director, Race Discrimination Team via email catherine.duff@humanrights.gov.au.

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

About the Australian Human Rights Commission

To Apply

Position Contact	Catherine Duff (Director, Race Discrimination Team), catherine.duff@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=322&jobTitle=Manager%2C%20Public%20Aw

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Attorney-General's

Vacancy VN-0748788

Federal Court of Australia

Closing Date:Wednesday 09 October 2024

Federal Circuit and and Family Court of Australia
Registrars

Job Title	Case Manager - Family Law Registrar Operations and Practice
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$71,560 - \$78,001
Classification	APS Level 4
Position Number	0697-09-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Courts are seeking highly capable candidates who are enthusiastic, driven and motivated to assist in achieving the Courts' objectives and perform the key functions of a Case Manager to provide high-level administrative and court (chambers) support to the Courts' Court-based Dispute Resolution Conferences and related operational requirements. The role supports multiple registrars and national case management processes flexibly in order to account for workload demands.

Duties

Key Responsibilities and Duties

The successful applicant will be required to undertake the following duties in accordance with changing operational requirements:
Dispute Resolution administrative support

1. Administrative management of the Courts' Dispute Resolution Conference processes, including, but not limited to:
 1. Triaging and responding to email requests for the listing of Dispute Resolution Conferences.
Implementing the listing and notification process for Dispute Resolution Conferences.
 2. Undertaking statistical analysis and evaluations for the dispute resolution portfolio, for use in national operations strategy discussions and external engagements.
2. Assisting with the modernisation, development, automation and implementation of the Court's listing and administrative processes for dispute resolution conferences.
3. Being the first point of contact for complex requests received from internal stakeholders in relation to Court-based Dispute Resolution events.
4. Maintaining relationships with key internal and external stakeholders including Case Management Judges, Registrars, Court Child Experts and external organisations.
5. Working with the National Registrar Family Law Practice Legal and Policy Officer with the strategic development of national dispute resolution processes, including reviews of policy and best practice initiatives with respect to the position of Dispute Resolution within the broader Case Management Pathway.
6. Assisting, where required, the National Registrar Family Law Practice Legal and Policy Officer during periods of leave or absence.
7. Other duties as required.

Registrar administrative support (Dispute Resolution and Case Management)

1. Exercise sound administrative skills to assist Judicial Registrars, including assisting with the preparation of matters for court lists and dispute resolution events.
2. Assist with the efficient and effective running of the chambers including through preparing correspondence, providing links for electronic court events, and managing the schedule of hearings and engagements in the Court databases, and assistance with registrar case management more broadly.
3. Use Court applications and associated documentation, to accurately enter and maintain information on Court databases, enter and disseminate listing information, and manage Court records and files.
4. Assist registrars in the administrative planning and case management of matters including in the preparation and publication of orders, liaising with Judges' chambers, litigants and other services.
5. Build relationships with Court users and be responsive to requests from external and internal stakeholders.
6. Assist with the administrative aspects of referral of matters to Judges, Registrars, the Court Children's Service, and other registry staff.
7. Provide administrative support to Senior Judicial Registrars and/or Judicial Registrars working on key initiatives, including relating processes, case management and operation of the specialist list to Court users and internal staff.
8. Running and case managing matters in Court events (Court Officer).

Executive assistance

1. Providing administrative support to the Executive Director – National Registrar Operations and Practice, at the request and direction of the National Registrar Family Law Practice Legal & Policy Officer, with tasks including but not limited to:
 1. Managing diaries and monitoring shared email accounts

2. Scheduling meetings with internal and external stakeholders
3. Booking official travel via the Courts' internal systems
2. Other duties as required.

Eligibility

Selection Criteria

The successful applicants will need to have:

1. Sound administrative and organisational skills.
2. High level communication (oral and written) and liaison skills as well as the ability to communicate with people at all levels. Be able to exercise tact and discretion, act impartially and maintain confidentiality at all times.
3. Demonstrated ability to provide high-level administrative support including demonstrated commitment to excellence in service delivery and attention to detail in a fast-paced environment.
4. Demonstrated ability to manage several processes at once, attention to detail, excellent time management skills, and apply planning and problem-solving skills of moderate complexity.
5. Demonstrated working knowledge or ability to quickly acquire a sound working knowledge of court procedures, guidelines, policies and practice, including the computerised information systems used by the Courts.
6. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team with limited direction, and the ability to adapt to changing situations and priorities and participate in collective work practices.
7. Sound IT proficiency, including the ability to learn and adapt to new systems and technology quickly and effectively.

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, LGBTIQ+ 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>

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Brigida Corte-Real, (07) 3052 4054
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0748818

Australian War Memorial

Closing Date:Thursday 10 October 2024

Corporate Services
Corporate Services Human Resources

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	60002985
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

<https://www.awm.gov.au/get-involved/employment>

The Work Health and Safety Officer plays an important administrative role in supporting the Memorial's work, health and safety and early intervention and injury management programs. The role reports directly to the Work Health and Safety Manager. The role is committed to working collaboratively with the broader HR Section and other Memorial business areas.

Duties

- Prepare and maintain WHS and workers compensation documentation, reports, registers, minutes of meetings and intranet pages.
- Maintain accident and incident report database, analyse data to identify trends and improvements and provide reports as required.
- Provide WHS Committee secretariat and coordinate internal support networks for first aid, health and safety representative and workplace harassment contact officers.
- Coordinate EAP contract management including performance reporting quarterly.
- Manage WHS expenditure and reporting in line with Commonwealth government financial management protocols.
- Contribute to the identification and implementation of WHS improvement initiatives.
- Assist in the management and implementation of early intervention programs and case management to facilitate rehabilitation and return to work, in collaboration with Managers, Comcare, and external providers.

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.

Eligibility

Notes

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

About the Australian 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	Jacqueline Littlewood, (02) 6243 4498
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0747892

Department of Defence

Closing Date: Sunday 13 October 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Project Support Officer - Scheduler
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NSSG/07778/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=12C1CE05-34BE-B871-7899-DB1B7B842A25>

Duties

The Role
This is a unique opportunity to apply your project management experience to the Collins Class Submarine (CCSM) Life of Type Extension (LOTE) project, a project of national significance. This position will suit someone who thrives in a team dynamic, with an eye for detail and can communicate effectively in accordance to relevant legislation, policies and strategies. You will be accountable for organising your workflow and making independent decisions to help achieve the LOTE program outcomes.

About our Team
The Collins Submarine Program within the National Shipbuilding Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade 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 part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au

Our Ideal Candidate
The ideal candidate for this role would be able to:

- Work collaboratively in a small to medium sized team.
- Be open-minded, always looking to learn to achieve outcomes.
- Good work ethic.
- Willingness to engage with the broader LOTE team and the relevant stakeholders.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.
- Communicate effectively in person, over email or phone.
- Have the ability to work independently, professionally and be able to handle sensitive data/information.

- Must have the ability to adapt to change to achieve business outcomes.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	NSSG Submarines Workforce, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=12C1CE05-34BE-B871-7899-DB1B7B842A25

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Defence

Vacancy VN-0748008

Job Title	Assistant Director Security Management
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	ADFHQ/07594/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=33359953-E5D3-0B27-E11B-DB1BB8C897F3>

Duties

The Role

Successful candidate will contribute to and enable the execution of the active electronically scanned array (AESA) Systems Office integrated project security strategy. Lead and manage the Security Working Group, including the process of trial related security waiver requests. Develop and maintain the AESA Systems Security Framework, including directing and coordinating other relevant Defence Groups.

Forecast, monitor and manage security related aspects of the AESA Systems Office activities and events. Provide independent security and information protection related advice to the Director General and AESA Systems Office. The successful candidate will be resourceful, a team player, self-motivated and able to work with minimal direction.

About our Team

The AESA Joint Force Integrator (JFI) supports the joint force interoperability and design of the future force, ensuring that current and future force meets capability requirements as directed by the Australian Government. The AESA JFI Office supports the deliberate integration and prioritisation of effort across Defence and Capability Managers for AESA systems. The AESA JFI provides a single point to coordinate and integrate efforts across Defence.

Our Ideal Candidate

The successful candidate will be a cheerful, self-driven individual, experienced in the application of Security frameworks. They will have worked within sensitive technology areas, amassing experience in designing and implementing Security Framework. Including the ability to provide security related advice to external stakeholders. They will be a team player and good communicator - both verbal and written.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Matt Ashford, 0416 266 745
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=33359953-E5D3-0B27-E11B-DB1BB8C897F3

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Defence

Vacancy VN-0748083

Department of Defence

Closing Date:Sunday 13 October 2024

Associate Secretary Group
Data

Job Title	Data and Information Governance Manager
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	ASG/07612/24
Agency Website	

Duties

The Role

We are advertising for two (2) Data and Information Governance vacancies. The role details and key activities for the two positions are as follows:

Data and Information Governance Lead EL 1:

This is a pivotal role in leading the uplift of Defence's unified data and information governance capabilities under the newly established Defence Chief Information Governance Officer role within the Data Division.

You will be empowered to work with a high level of independence, make decisions, and provide expert advice to broad stakeholder groups.

You will also provide a valued contribution to the broader priorities of the Directorate and Data Division.

You will be responsible for Defence's system of data and information governance by designing, developing and managing innovative, practical data and information governance solutions for Defence's evolving environment.

This includes the following key products and services:

- The Defence Information and Data Governance Frameworks.
- Defence Data Custodianship Framework and supporting Toolkit Defence Data Glossary.
- The Defence Data Ecosystem Tool to visualise Defence's data ecosystem and key data assets.
- Implementing data governance services and advice to Defence Groups and Services.
- Leading engagement across government and with international partners on data and information governance initiatives.

Data and Information Manager EL 1:

This is a key role in leading the implementation of the Data Availability and Transparency Act 2022 and other Australian Government initiatives to manage the discovery and sharing of public sector data on behalf of Defence.

You will be responsible for contributing to Defence's ongoing enterprise data management uplift by designing, developing and managing innovative, practical data management solutions for Defence's evolving environment and provide a valued contribution to the broader priorities of the Directorate and Data Division.

This includes the following key products and services:

- Defence Data Sharing Framework and other data management frameworks, data policies and guidelines as required.
- Implementing data management services and advice to Defence Groups and Services.
- Providing expert advice to broad stakeholders on enterprise data discovery, use and sharing.
- Leading the management of Defence enterprise data sharing register.
- Leading the management of Defence's instance of Dataplace and the Australian Government Data Catalogue (AGDC) data assets and updates to the AGDC.
- Continuous improvement, incorporating lessons into future practices.

About our Team

Strategy, Policy and Governance Directorate (DSP&G)

This is an exciting time to join our team as we establish unified information governance as a key initiative of Defence Data Strategy 2.0 under the newly established Defence Chief Information Governance Officer (CIGO).

The Directorate of Data Strategy, Policy and Governance is at the centre of the realisation of Defences Decision Advantage by:

- Establishing Defences strategic direction for data, information and artificial intelligence uplift.
- Designing and building the governance ecosystem for data, information and artificial intelligence.
- Establishing key Enterprise policy controls for data, information and artificial intelligence.
- Leading engagement across government, with academia and international partners on data and information.

Data Discovery & Sharing Directorate (DDSD)

The work of the Data Discovery & Sharing Directorate (DDSD) is key to being able to better democratise data across Defence.

The DDSD is responsible for implementing the data discovery, data quality and data sharing initiatives under the Defence Data Strategy and the Australian Government initiatives to manage the discovery and sharing of public sector data on behalf of Defence.

We also support the Defence enterprise to discover, use and share data to deliver value for Defence through implementing data policies and data management frameworks and standards. We are a small team of passionate people who understand the importance of best practice data management and practical data management solutions to support and enable the Defence enterprise.

Our Ideal Candidate

Our ideal candidates are highly motivated, self-starters, and team players with a passion for driving better practice in data management through exceptional communications and engagement abilities.

You will have demonstrated experience in the following:

- Applying strategic direction and program delivery.
- Developing and implementing high impact work like best practice data management frameworks, and services.
- Exceptional problem solving, analytical and critical thinking skills.
- Excellent written and verbal communication skills that simplify complex concepts.
- Strong ability to shape and negotiate with stakeholders to adopt logical, evidence-based positions.
- The ability to work in a dynamic environment and remain flexible, agile and adaptable whilst having a willingness to learn.
- Experience in managing individual and team performance through clear expectation setting, coaching, and mentoring.
- A commitment to continuous improvement, incorporating lessons into future practices.

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>

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To Apply

Position Contact	James McPhail, 02 5131 8138
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=19EBC2DB-E293-8B5D-EF97-DB1BF47EAC9B

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Defence

Vacancy VN-0748105

Department of Defence

Closing Date:Sunday 13 October 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Systems Safety Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/07678/24
Agency Website	

Duties

The Role

The APS 6 Systems Safety Engineer is accountable under broad direction to perform and achieve complex systems engineering work within an integrated workforce.

They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The APS 6 Systems Safety Manager will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

They will provide detailed systems engineering technical and professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

About our Team

Air Combat Systems Program Office (ACSPPO) organisationally sits in the Aerospace Combat Systems Branch in Capability Acquisition and Sustainment Group (CASG), within the Department of Defence. ACSPPO is the aviation asset management in-service support agency for the Australian F-35A Lightning II Air System.

ACSPPO engages with local, regional and international enterprise partners and suppliers of the F-35 Global program; consisting of both foreign governments and industry, to provide sustainment support for the Capability Manager, the Royal Australian Air Force.

ACSPPO is based at Royal Australian Air Force (RAAF) Williamtown in NSW and supports the Australian F-35A Fleet. The F-35A aircraft are based at RAAF Williamtown and RAAF Tindal in the Northern Territory.

The primary focus for ACSPPO is governing across the Australian F-35A Air Combat Capability. This includes the ongoing management, execution and continuous improvement of the various governance frameworks, processes and procedures in order to provide leading aviation asset management.

Our Ideal Candidate

Our ideal candidate is an innovative engineer professional, who engages effectively with stakeholders and thrives in an environment where they are responsible for implementing and developing recommendations and advice to address issues.

The successful candidate will:

- Apply engineering knowledge and experience to identify risks and uncertainties leading to consideration of these for planning, decision-making and priority setting.
- Demonstrate systems engineering knowledge through provision of advice and recommendations on the development of advancements to established engineering principles, techniques, methods and regulations.
- Be accountable for exercising assigned authority and any Technical Regulatory Authority delegations.
- Build and sustain positive relationships with team members, actively participate in teamwork and motivate and mentor developing engineers.
- Tailor their communication style and language to communicate effectively with internal and external stakeholders.
- Assess technical and design packages including scoping, planning, reviewing, provide recommendations and contribute to the implementation of actions.
- Evaluate that the delivered materiel meets requirements and legislative, policy and regulatory frameworks, provide recommendations and contribute to the implementation of actions.
- Monitor and ensure safety aspects of Defence materiel systems are considered and incorporated into systems engineering activities.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Wade Kindler, 02 5950 7641
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7137CC9-878F-E0E3-9935-DB1BF6BAEF48

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Defence

Vacancy VN-0748157

Department of Defence

Closing Date: Sunday 27 October 2024

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Complex Case Staff Officer
Job Type	Full-Time, Ongoing
Location	Bungendore NSW, Canberra ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	JOC/07908/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=168356AA-D802-2887-69EA-DB1CA6CB8980>

Duties

The Role

This role is part of a Human Resources (HR) team led by a Personnel Capability Officer at Headquarters Joint Operations Command. This team is responsible for supporting the Commanding Officer with Incident Management, Welfare and Complex Case Management.

Key day-to-day tasks include:

- Conduct Incident Fact Finding and Draft Terms of Reference for Fact Finding.
- Coordinate interviews for Fact Finds as required.
- Entering and managing incidents on Enterprise Resource Planning (ERP)/Case Management.
- Update and maintain the incident register.
- Update the weekly Incident Summary Report.
- Prepare Unit and Individual Welfare Boards - coordinate with Australian Capital Territory Health Centre (ACTHC) Welfare Boards, JHUSNSW Mental Health and rehab etc. Coordinate and dispatch consent forms and agenda.
- Update and Maintain the Welfare Board Register.
- Coordinate Commanding Officer's calendar for Military Employment Classification Review Board (MECRB) Determination Debriefs.
- Update and Maintain the MECRB Determination Register.
- Dispatch and file signed MECRB Determination briefs.

About our Team

This position forms part of the Base Operations team in support of the Commanding Officer of Headquarters Joint Operations Command. The position does not have any subordinates and the supervisor will be a junior officer Air Force Personnel Capability Officer. The Base Operations team delivers human resource, logistics, operations and security services to Headquarters Joint Operations at the General John Baker Complex at Bungendore.

Our Ideal Candidate

Our ideal candidate will have experience in providing support and enabling services and understand the importance of being part of a diverse and inclusive team to deliver results in

support of broader organisational goals.

Our ideal candidate will demonstrate:

- Excellent written, verbal communications and stakeholder engagement skills.
- Strong research and investigative skills.
- Strong understanding of Commonwealth legislative and Defence compliance requirements, or the ability to quickly acquire this.
- Ability to monitor, document, and implement policies and procedures.

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>

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To Apply

Position Contact	Julia Cronan, 03 5169 8879
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=168356AA-D802-2887-69EA-DB1CA6CB8980

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Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Data Specialist (Geospatial)
Job Type	Full-Time, Ongoing
Location	Bendigo VIC
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	DIG/07079/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=67D1944A-E487-E52A-EAE7-DB1CAA44EE73>

Duties

The Role

As an APS 5 Geospatial Analyst, you will be expected to perform a range of duties under limited direction, including;

- Collecting, producing, managing, optimising and disseminating authoritative geospatial data
- Designing, implementing and maintaining geospatial data models, workflows, and processes to support business operations
- Developing expertise in data management and manipulation in relation to use and maintenance of geospatial datasets
- Communicating with stakeholders, informing them of changes to geospatial data, products and services
- Working collaboratively with local, national and international stakeholders on matters of strategic national and Defence interest
- Building and sustaining effective relationships with team members and actively mentoring less experienced team members
- Prioritising your workload and monitoring task progress against performance expectations to meet business objectives
- Adhering to quality systems, standards and 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 Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Foundation Geospatial Branch (FGB) is responsible for the production, acquisition, management and distribution of Foundation Geospatial Data to support Defence and national security interests. Foundation Geospatial data is data, products and services created to a specific standard, adding

significant value to activities with respect to their location and environment. This includes maps, charts, imagery, elevation and feature data that is essential in Defence's capability and high level decision making.

To achieve this critical mission FGB:

- Embraces work-life balance, promotes personal well-being, and ensures that our outputs are sustainable;
- Empowers our leaders to lead in a way that supports the values and the strategic direction of the Group;
- Invests in the career development of our people and provide visible career pathways to enable all staff to have meaningful careers;
- Brings together a diverse range of committed professionals to create a highly effective and cohesive workforce.

Our Ideal Candidate

Foundation Geospatial Branch is looking for candidates who:

- Have a passion for geospatial data and its application
- Are experienced using Geospatial Information Systems such as the Esri ArcGIS Suite or SOCET GXP
- Contribute to a positive and inclusive team culture
- Support flexible, collaborative and creative thinking to deliver solutions in a timely manner
- Possess strong technical skills and are willing to act as a resource for others
- Demonstrate good interpersonal skills with the ability to influence through concise written/verbal communication
- Have a keen eye for detail and can effectively troubleshoot issues
- Be flexible, self-motivated and resourceful
- Can establish realistic goals and timelines, and then work diligently to meet them
- Are able to hold and maintain a Positive Vetting Level security clearance

Eligibility

Security Clearance:

Positive Vetting: 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>

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To Apply

Position Contact	Rowan Wade, 03 4431 2752
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=67D1944A-E487-E52A-EAE7-DB1CAA44EE73

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Defence

Vacancy VN-0748208

Department of Defence

Closing Date: Sunday 27 October 2024

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Data Team Lead (Geospatial)
Job Type	Full-Time, Ongoing
Location	Bendigo VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DIG/07944/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=44BDAB91-99FC-55C6-05AD-DB1CA9DD3003>

Duties

The Role
As an APS 6 Geospatial Analyst you will work independently with the opportunity for reasonable autonomy and accountability for the achievement of a range of duties, including;

- Leading a technical team, allocate work, resources and tasks, set priorities and develop strategies to achieve business outcomes

- Coordinating the production and delivery of geospatial data, products and services adhering to quality systems, standards and legislative requirements
- Advising on complex geospatial analysis and production issues and recommending appropriate solutions
- Leading and conducting complex geospatial analysis and/or production supporting national and Defence interests
- Leading the design, implementation and maintenance of data models, workflows, and processes supporting business operations
- Building and sustaining effective relationships with local, national and international stakeholders on matters of strategic national and Defence interest
- Facilitating appropriate direction for the team by clearly communicating goals and objectives and how they link to strategic direction and actively mentoring less experienced staff

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 Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Foundation Geospatial Branch (FGB) is responsible for the production, acquisition, management and distribution of Foundation Geospatial Data to support Defence and national security interests. Foundation Geospatial data is data, products and services created to a specific standard, adding significant value to activities with respect to their location and environment. This includes maps, charts, imagery, elevation and feature data that is essential in Defence's capability and high-level decision making.

To achieve this critical mission FGB:

- Embraces work-life balance, promotes personal well-being, and ensures that our outputs are sustainable;
- Empowers our leaders to lead in a way that supports the values and the strategic direction of the Group;
- Invests in the career development of our people and provide visible career pathways to enable all staff to have meaningful careers;
- Brings together a diverse range of committed professionals to create a highly effective and cohesive workforce.

Our Ideal Candidate

Foundation Geospatial Branch is looking for candidates who: **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Rowan Wade, 03 4431 2752
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=44BDAB91-99FC-55C6-05AD-DB1CA9DD3003

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Defence

Vacancy VN-0748279

Department of Defence

Closing Date: Sunday 06 October 2024

NAVY
Deputy Chief of Navy

Job Title	Finance Managers- Business and Contracts
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Hmas Cerberus VIC, Canberra ACT, Perth WA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NAVY/07994/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A09AC318-FEA1-9602-DC9A-DB1CE431D907>

Duties

The Role

We are advertising for two (2) Finance Managers - Business and Contracts vacancies. The role details and key activities for the two positions are as follows:

Position 1

- Prepare indicative COMMODORE TRAINING budget allocations and ASL caps affordability.
- Discuss anomalies/issues with the DFG prior to budgets being sent out for review and consultation with COMMODORE TRAINING Heads.
- Provide SES, Directors and Managers budget build/development templates.
- Input approved budget allocations in Roman, Budgeting and Forecasting Tool (BFT) - Ensure BFT reconciles and agrees to CBMS and the final budget allocation.
- Leading and preparation of cost model.
- End of month accruals and revenue recognition.
- Identify incorrect posting through quality assurance review.
- Identify all accruals required for the period, both revenue and expense items.
- Prepare monthly accrual documentation and journals.
- Financial Statement packs.

Position 2

- Leading the financial evaluation of tenders and contracts management.
- Ensuring that purchase orders are raised in-line with the contracts financial schedule.
- Management of expenditure under the contracts, ensuring that purchase orders are in line with the approved spend.
- Creating and preparing SOP for best practise guidelines.
- Preparation and providing input to Decision Brief.
- Working with Contracts and Delivery Manager on the following:
 - General Contract Understanding.
 - Commitment and Budget Management.
 - Amendments and modifications.
 - Validation of invoices.
- Performance monitoring and compliance.

About our Team

The Business and Resource team works within the Business Enterprise Management Team, Training Force Headquarters. The centralized business management function is delivered via teams geographically located around Australia and has responsibility to support critical Training Force outcomes including the delivery of training to our mariners.

Our Ideal Candidate

The Finance Manager will be highly resilient and able to work in a small team in a multidisciplinary environment and roles with competing priorities.

The ideal candidate should soundly identify with and demonstrate Defence values and behaviours, as well as exhibit the following qualities, skills and behaviours.

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>

About the Department of Defence

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To Apply

Position Contact	Hamid Monga, 02 6132 7298
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A09AC318-FEA1-9602-DC9A-DB1CE431D907

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Defence

Vacancy VN-0748329

Department of Defence

Closing Date: Sunday 13 October 2024

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Deputy Director Preparedness & Mobilisation
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Bungendore NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	JOC/07910/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E320BDDD-D49B-B5EC-C918-DB1D1D39AC7D>

Duties

The Role
The Deputy Director Preparedness and Mobilisation will support operational-level campaign planning and execution of the Theatre Campaign Plan (TCP) through the Integrated Theatre Campaign Management (ITCM) process by providing subject matter expert advice in the areas of Preparedness and Mobilisation.

About our Team
Headquarter Joint Operations Command (HQJOC) J8 Modernisation, Assessment and Assurance Branch, provides Chief of joint Operations (CJOPS) with timely and impartial evidence to support decision making through the assessment of the campaign in competition, crisis and conflict, assurance of operational capability and modernisation of the headquarters.

Our Ideal Candidate
The ideal candidate will have excellent skills and a proven record in analysis and written feedback to strategic and operational level papers. A demonstrated understanding of Australian Defence Force (ADF) capability management and sustainment is also highly desirable.

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 2”.

Notes

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To Apply

Position Contact	Jason Keir, 02 5108 8102
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E320BDDD-D49B-B5EC-C918-DB1D1D39AC7D

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Defence

Vacancy VN-0748417

Department of Defence

Closing Date: Sunday 13 October 2024

Defence People Group
Joint Health Command

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/08007/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=883A2152-5A50-5879-B9A3-DB1D58DED264>

Duties

The Role

Joint Health Command is looking for a Data Analyst who can collaborate across our multi-disciplinary team to understand stakeholder needs and deliver fit-for-purpose strategic health insights.

You will be responsible for designing, developing, and delivering interactive and static data reporting on the Defence health system to support stakeholders in optimising healthcare delivery, and support continuous improvement and innovation through data driven decision-making.

Reporting to the Director Health Information Office, through the Assistant Director Health Analytics & Insights, the Data Analyst will be responsible for:

- Collaborating with internal stakeholders to identify their business problem or question;
- Converting their requirements into technical specifications;
- Analysing the data;
- Presenting results in a clear manner and work with them to provide meaningful, actionable insights;
- Design, develop, test, and deploy static and interactive reports and dashboards in response to stakeholder business questions;
- Solving stakeholders' real-world business problems with innovative data analytic techniques, including exploratory data analysis, data interpretation, and statistical analysis;
- Understanding and using best practices around designing and developing reports and dashboards, including developing technical notes & standard operating procedures.

About our Team

As part of the Military Personnel Organisation (MPO), Joint Health Command (JHC) makes a direct contribution to operational capability of the Australian Defence Force through the delivery of reliable, resilient, affordable and best practice health services.

The Health Information Office (HIO) supports these activities by enabling data driven decision making at all levels of the organisation through report development and insight generation, utilising data from the Defence electronic Health System and other linked data sources.

The HIO is responsible for:

- Health data stewardship including applying legislative frameworks and best practice standards relating to data collection, storage, use and security; and
- Governance of the health information domain including the systems for collecting storing, and managing data; and data quality and assurance;
- Providing data-driven insights to internal and external stakeholders to refine the policy and enhance decision making.

The APS 6 Data Analyst is expected to produce high quality, accurate and well-researched work while managing a high workload and competing priorities. Data pre-processing, analysis and visualization, reporting and documentation and Data quality assurance are the key responsibilities. This requires high level project management, communication, and critical thinking skills to effectively manage complexity in a dynamic work environment.

Our Ideal Candidate

Our ideal candidate will have:

- Experience in extracting, interrogating and analysing complex data sets using a range of software (such as R, Python, SQL and other software);
- Expertise with visualization tools (such as Power BI including DAX, Power query, and/or tableau) including building and managing dashboards and reports;
- Experience in Exploratory Data Analysis, Descriptive analysis, and statistical analysis;
- The ability to work independently to manage and analyse data while effectively collaborating with team members to achieve shared goals;
- Well-developed communication skills to effectively convey complex data insights to both technical and non-technical stakeholders in various written and verbal formats;
- The ability to plan, manage and prioritise the tasks to ensure timely delivery of outputs.

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>

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To Apply

Position Contact	Dr Shaila Sharmeen, 02 6132 7091
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=883A2152-5A50-5879-B9A3-DB1D58DED264

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Defence

Vacancy VN-0748431

Department of Defence

Closing Date: Sunday 13 October 2024

Security and Estate Group
Defence Security

Job Title	Senior Security Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	SEG/08033/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2CDB89A6-785A-8B57-59D5-DB1D5A25AAA9>

Duties

The Role

Defence is seeking a Senior Security Intelligence Analyst to support a diverse body of work within the Security Intelligence Directorate. In this role, you will undertake work that is complex, ambiguous and sensitive.

As a senior analyst, you will perform various tasks across intelligence; security reporting and other all-source environments.

Additional tasks may also include:

- Leading specific activities;
- Preparation of briefs;
- Governance activities and liaison across the Defence enterprise, the National Intelligence Community and FVEYs partners.

Your work will underpin sensitive security capabilities for the Defence enterprise.

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 Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

There may be a requirement for the successful candidate to travel interstate. Whilst a Negative Vetting Level 1 (NV 1) security clearance is required to commence this role, you must be willing to obtain and maintain a Positive Vetting (PV) security clearance shortly after commencing.

About our Team

The Security Intelligence Directorate’s core mission is to provide timely security intelligence and threat advice to support risk-based intelligence-led decision-making.

The Directorate is comprised of two functions:

- Counterintelligence (CI);
- Threat Intelligence (TI).

The CI team collect and assess security reporting in support of the Australian Government Contact Reporting Scheme. CI also service requests for information from across the intelligence community through providing tactical intelligence and timely reporting.

The TI team identifies and reports on the six primary threat actors' intent and capability to target Defence's domestic non-operational environment. TI's core deliverable is the Defence Security Threat Assessment, which is a national all-source strategic product. TI also produce tactical intelligence alerts and bulletins based on security trends and concerns identified through security reporting.

Our Ideal Candidate

Our ideal candidate is of the highest professional calibre of integrity, comfortable in a sensitive and ambiguous environment. You will have strengths across critical thinking; foster strong and effective working relationships while maintaining collaborating across a broad and diverse workplace. As a senior analyst you will lead various tasks across the Directorate. You will have excellent written and verbal communication skills with a strong attention to detail.

Eligibility

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

Notes

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To Apply

Position Contact	Anthony McLoughlin, 02 5108 6232
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2CDB89A6-785A-8B57-59D5-DB1D5A25AAA9

Defence

Vacancy VN-0748520

Department of Defence

Closing Date: Sunday 20 October 2024

Capability Acquisition and Sustainment Group
Aerospace systems

Job Title	Quality and Tech Assurance Manager
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/08064/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=EE6A84B5-AD14-BADB-A797-DB1D970203A8>

Duties

The Role
Located at the Royal Australian Air Force (RAAF) Base Williamtown, the Air Warfare Systems Program Office (AWSPO) leads and manages a program portfolio of highly complex projects and products in support of Air Force capability. AWSPO, in partnership with industry, deliver Lead-in-Fighter, Advanced Training and Test Environment and Special Operations Air Warfare Capabilities in support of Air Combat Group and Air Warfare Centre.

As the APS 6 Quality and Technical Assurance Manager, you will have an essential role in assuring the Quality and Technical Assurance of these systems to support Defence's capability.

In this role, you will be part of a diverse team who deliver aviation technical assurance, system safety assurance and AWSPO quality system assurance activities in a governance organisation. The role requires someone who has sound technical experience, thorough knowledge of the Defence Aviation Safety Regulations (DASR) or civil equivalent and system safety; and will be adept at operating in an aviation technical regulatory environment. You will be able to communicate clearly while setting strong performance and behavioural standards. The role is responsible for planning and conducting audits and providing technical and system safety advice, to achieve assurance outcomes. The ability to establish and maintain strong relationships with a network of stakeholders internally and externally is key to the role.

Key duties you will be responsible for but not limited to are:

- Undertake product technical assurance, which can include system safety, of both internal management systems and Industry Partners' engineering and maintenance frameworks and systems, including audit preparation, leading audit visits, post audit reporting, corrective action follow-up and close out activities;
- Undertake quality system auditing activities internally to AWSPO, in accordance with ISO 9001, including audit preparation, leading audits, post audit reporting, corrective action follow-up and close out activities;

- Perform on-going technical, which can include system safety, surveillance activities of internal management systems and Industry Partners' engineering and maintenance frameworks and systems;
- Facilitate effective interfaces between internal and external organisations including Industry Partners and aviation safety authorities. Providing aviation technical regulatory and continuous improvement advice as required.

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

Our Ideal candidate will be an enthusiastic, motivated and technically astute individual who can demonstrate their ability to be a key team member. You will be able to collaborate to solve problems, influence change for continuous improvement and use your strategic thinking skills in your technical assurance role. The successful candidate will be able to demonstrate:

- Demonstrated understanding of and experience in assurance activities in a technical governance environment. Knowledge of aviation safety regulatory environment and the ability to apply this knowledge to complex technical assurance activities will be highly desirable.
- Relevant experience and understanding of quality system auditing requirements and principles as it relates to ISO 9001.
- Demonstrated ability to develop complex key technical assurance documentation and reports as it relates to aviation safety regulations and ISO 9001.
- Well-developed organisational skills with the ability to set priorities and meet deadlines.
- Strong communication skills, including being able to influence and negotiate effectively with a wide range of stakeholders.
- Skilfully and autonomously carry out the duties of the position as described in the Role section.

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) regulations. **Eligibility**

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

Mandatory Qualifications:
This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Michael Loxley, 02 4077 8395
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE6A84B5-AD14-BADB-A797-DB1D970203A8

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Defence

Vacancy VN-0748548

Department of Defence

Closing Date:Sunday 13 October 2024

Job Title	Learning Technologies System Manager
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/07772/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C2B64F30-0A63-7CAF-1D25-DB1E474E5112>

Duties

The Role

You will work to the Assistant Director Defence Learning Technologies and be responsible for supporting the management of enterprise technologies that enable the delivery and administration of Education and Training to the Australian Defence Force. You will provide application and business management support to project definition, business case development, project initiation, introduction into service and sustainment of enterprise learning systems.

You will have opportunities to provide input to the stewardship of an enterprise program of work, coordinating activities as needed with Defence and external stakeholders to achieve defined outcomes.

The role will also encompass managing the development and sustainment of applicable business as usual (BAU) application procedures, security documentation, policies and processes as they relate to systems you are responsible for. Managing system risk is an important function and you will help to ensure system risk as it pertains to security, privacy and functional performance is managed in accordance with Departmental procedures and processes.

You will also provide input and support to the service management and continuous improvement framework for the enterprise Defence Learning Technology Environment.

About our Team

Learning is a key enabler to human capability, and Defence is dependent upon intelligent, skilled and resilient people. The Defence Education, Learning and Training Authority (DELTA), working within the Australian Defence College, ensures Education and Training across Defence is supported by high performing and resilient learning systems. In this capacity, DELTA works to Commander of the Australian Defence College to set the strategic direction, provide higher-level policy, governance and oversight of the Education and Training Domain for all Defence: Navy, Army, Air Force, and the Australian Public Service. This includes management of the Defence Registered Training Organisation (DRT0), developing and maintaining the Defence Learning Technology Environment (DLTE), exploring and exploiting new learning technologies to enhance access to learning, and Information Steward for the Education and Training Domain. Within DELTA, the Defence Learning Technology team is an integrated workforce of 20 military personnel, Australian Public Service officers and supporting contractors.

Our Ideal Candidate

We are looking for a candidate who...

- Holds relevant qualifications and/or demonstrated experience to succeed as a manager in the learning and technologies environment.
- Is passionate about developing an ecosystem of technologies that enable and manage learning across Defence. Our ideal candidate must be highly collegiate and collaborative in dealing with a wide range of stakeholders to deliver high quality outcomes.
- Has experience with the management of projects, Introduction into service and sustainment for enterprise technologies.
- Is highly proficient in Microsoft Office Suite 365, Visio and MS Project.
- Can manage and provide guidance and support to team members/contractors. This includes overseeing performance management and supporting professional development.

- Can oversee contract management processes, including budgeting, forecasting and tracking expenditures to ensure alignment with financial goals.
- Is a confident and persuasive communicator with the ability to explain complex technical concepts in plain language.

If you are self-driven and has a well-proven ability to manage competing priorities to a high standard of accuracy within allocated timeframes then we would love for you to apply and join our dynamic team of technology professionals. **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>

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To Apply

Position Contact	Kate Kim, 02 6228 7511
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C2B64F30-0A63-7CAF-1D25-DB1E474E5112

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Defence

Vacancy VN-0748556

Department of Defence

Closing Date:Sunday 20 October 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Chief Logistician
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/08146/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C9C65FCC-3FCC-98C1-6366-DB1E477E37CE>

Duties

The Role

Are you looking for an opportunity in a challenging and highly complex enterprise? An exciting opportunity exists for an experienced Logistician to join the new Space Domain Awareness and Control Systems Program Office (SDACSPO), providing logistics managerial support to the program office enterprise, to include Space 9358 and 9360. SPA9360 will deliver the next generation Space domain Awareness capabilities, including the Deep-space Advanced Radar Capability (DARC) for the Australian Defence Force (ADF).

The Chief Logistician will be responsible for providing governance and assurance of the Integrated Logistics Support program within SDACSPO, responsible for guidance, planning and management of logistics activities. The position requires knowledge and appropriate experience in the management of logistics functions related to the procurement and sustainment of capability, and effective communication with stakeholders both foreign and domestic.

About our Team

Space Domain Awareness and Control Systems Program Office (SDACSPO) organisationally sits in the Space Systems Branch, under Air Defence and Space Systems Division in CASG. The Systems Program Office manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international enterprise partners and suppliers, consisting of both foreign governments and industry, to provide support to the Capability Manager. This demands a strong understanding of domestic and international space domain government frameworks and controls within the team.

The SDACSPO team comprises of professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from offices at Defence Science and Technology Edinburgh in Adelaide and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

SDACSPO is seeking a highly motivated senior logistician interested in delivering strategically significant capability to the ADF. The ideal candidate will be responsive and enthusiastic with strong self-initiative and communication skills.

They will be suited to working as part of a large cohesive team, with industry and international partners. As part of this role you will be responsible for:

- Providing strong leadership to ensure a high level of performance, integration and consistency in the logistics management of Space Domain products during acquisition and in-service.
- Leading SDACSPO logistics management activities in accordance with the Capability Program Architecture and Defence policies and procedures.
- Planning and managing allocated resources, setting priorities, workflows, work area strategies and evaluating business outcomes.
- Demonstrating a high degree of judgement in the analysis, reporting of risk, and recommending appropriate actions.

- Engaging stakeholders and negotiating complex issues to understand requirements and positively influence Defence Logistics Capability outcomes.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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>

About the Department of Defence

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To Apply

Position Contact	Dale Ward, 08 7374 0474
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C9C65FCC-3FCC-98C1-6366-DB1E477E37CE

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Defence

Vacancy VN-0748577

Department of Defence

Closing Date:Sunday 20 October 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Joint Space Component Sustainment Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/08165/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6A13D3AE-5A16-0B6C-13AF-DB1E4899AD08>

Duties

The Role

Are you looking for an opportunity in a challenging and highly complex enterprise? An exciting opportunity exists for a project manager to join the new Space Domain Awareness and Control Systems Program Office to delivery sustainment support to the Joint Space Component.

The Joint Space Component Sustainment Manager will be responsible for liaising with all levels of the CoA product team and wider stakeholder community in order to manage and coordinate sustainment delivery of short, medium and long term requirements of two operational units. This position requires knowledge and appropriate experience in managing projects, budgets and schedules.

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

About our Team

Space Domain Awareness and Control Systems Program Office (SDACSPO) organisationally sits in the Space Systems Branch, under Air Defence and Space Systems Division in CASG. The Systems Program Office manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international enterprise partners and suppliers, consisting of both foreign governments and industry, to provide support to the Capability Manager. This demands a strong understanding of domestic and international space domain government frameworks and controls within the team.

The SDACSPO team comprises of professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from offices at Defence Science and Technology Edinburgh in Adelaide and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

SDACSPO is seeking a highly motivated project manager interested in delivering strategically significant capability to the ADF. The ideal candidate will be responsive and enthusiastic with strong self-initiative and communication skills.

They will be suited to working as part of a large cohesive team, with industry and with international partners. They will also need excellent attention to detail and ability to prioritise tasks. As part of this role you will be responsible for the following activities:

- Accountable for the development of product management strategies and plans, enabling delivery and reporting on the requirements and expectations of the management of Defence assets.
- Accountable for the accurate completion of work within agreed schedules and requirements of product management plans to ensure that product management requirements are fully considered, costed and documented.
- Analyse, develop and recommend product management options that achieve optimal use of Defence assets, balancing cost, opportunities and risks against desired asset performance.

- Investigate and identify product management risks and issues and take the initiative to provide solutions.
- Engage and negotiate with stakeholders on complex issues to achieve business outcomes.
- Build and sustain productive working relationships to achieve product management outcomes.
- Translate, apply and implement the administrative, operational, contract management, technical and resource requirements for complex product management 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

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To Apply

Position Contact	Kevin Corney, 08 7375 4864
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6A13D3AE-5A16-0B6C-13AF-DB1E4899AD08

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Defence

Vacancy VN-0748594

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NAVY/08176/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D61DFAB3-89D2-D1DA-A8C5-DB1E4953BBBC>

Duties

The Role

The Project Support Officer role sits within the Business Optimisation team whose primary purpose is to provide ongoing development and review of Training Force Systems enabling all personnel to deliver outcomes in the most effective manner to achieve Training Force's mission. The team optimise strategies and practices to find efficient ways of working through improved workflows, frameworks and systems.

As the Project Support Officer, you will be responsible for coordinating and improving governance and reporting frameworks within an integrated workforce under broad direction. Responsibilities include coordination of governance maturity assessment, risk management system, performance information, business planning activities, committee support, business intelligence data support, and scheduling the team work plan.

In this position you will report to the Governance and Reporting Officer and play a key role in supporting the implementation and maintenance of governance frameworks, systems, frameworks and tools, with a strong focus on achieving best practice and continuous improvement. You will be responsible for building and sustaining productive working relationships with a broad range of stakeholders and performance complex duties to agreed priorities.

About our Team

The Business Optimisation Team sits within the Business Enterprise Management Directorate at Navy Training Force Headquarters. The team provides business optimisation services to Training Force to enable timely, efficient and accurate decision-making. The team aims to identify and implement new methods and processes that seek to redesign and streamline, ensuring a continual improvement cycle is in place.

This role reports to the Governance and Reporting Officer and is located at Training Force Headquarters, Campbell Park.

Our Ideal Candidate

The Project Support Officer will be a team player with excellent interpersonal and verbal communication skills, highly developed organisational skills and a proven record of supporting multi-disciplinary teams toward required outcomes.

To be successful in this role you will:

- Have a sound judgement with an innovative approach to problem solving.
- Superior written and verbal communication skills.
- Strong stakeholder relationship-building skills.
- Adaptability, resilience and flexibility in the face of changing priorities.
- Contribute to the work of a team consistent with the work plan and be able to provide advice and assistance on methods of task completion to team members, and are collaborative and supportive of others.
- Apply project management methodologies to administrative, technical and governance activities.
- Research, draft and prepare briefs, correspondence and reports.

- Provide general administrative support related to your role.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Be committed to ongoing self-improvement and professional development.

Eligibility

Security Clearance
Applicants must be able to obtain and maintain a security clearance of 'Baseline'.

Notes

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To Apply

Position Contact	Susan Leggett, 03 5931 9875
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D61DFAB3-89D2-D1DA-A8C5-DB1E4953BBBC

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Defence

Vacancy VN-0748617

Job Title	Logistics Assurance Team Leader
Job Type	Full-Time, Ongoing
Location	Garden Island WA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NSSG/07832/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B7D5212C-26EE-5D57-0B84-DB1E4ACCA530>

Duties

The Role

The Logistics Assurance Team leader within Collins Submarine Program will be responsible for the coordination and management of the Supply Chain Enterprise Resource Planning (ERP). You will be responsible for all ERP rollout support and sustainment activities into the future. The Logistics Assurance Team leader will be responsible to perform and achieve complex logistics compliance and assurance work within an integrated workforce. You will be required to administer and maintain materiel logistics data management plans and systems, inventory analysis and reports.

The role will work collaboratively with stakeholders and subject matter experts to resolve complex logistics compliance and assurance matters. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. You will have an understanding of and be able to interpret Defence Logistic Policy and Procedures and provide advice to stakeholders on the required outcomes.

About our Team

The Collins Submarine Program within the National Shipbuilding Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade 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 part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au

Our Ideal Candidate

The successful candidate will have:

- Have relevant experience or demonstrable knowledge in Defence inventory management processes;
- Be accountable for organising their workflow and making independent decisions to work through tasks and projects to meet deadlines;
- Undertake research and analysis, conduct reviews and perform procedural work to achieve results;
- Provide co-ordination, management and analysis of complex logistics reporting requirements;
- Generate responses to correspondence, briefs and reports for management;
- Demonstrated ability to build and sustain effective relationships with team members and key stakeholders to achieve desired results;
- Interpret and comply with legislative, policy, regulatory frameworks and organisational objectives;
- Have exceptional attention to detail and high level of accuracy;

- Demonstrate strong verbal and written communication skills;
- Demonstrate commitment to the Defence Behaviours.

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	NSSG Submarines Workforce, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7D5212C-26EE-5D57-0B84-DB1E4ACCA530

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Defence

Vacancy VN-0748625

Job Title	Logistics Assurance Officer
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	-
Classification	APS Level 6
Position Number	NSSG/07248/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5327318A-5113-A048-5618-DB1E4B6E11C1>

Duties

The Role

The Logistic Officer is accountable for various activities including the development of regional plans, forecasting of future workload and inventory requirements and repair parts to support the sustainment and acquisition of materiel logistics. The role is responsible for implementing and ensuring compliance with policy, processes and procedures to support the sustainment of equipment.

The Logistic Officer provides responses to complex correspondence, briefs and reports for delegate consideration, and builds and sustains relationships with key stakeholders. Collaboration with stakeholders and subject matter experts to resolve materiel logistics issues and the application of expertise and initiative to identify alternate courses of action is a key part of the role.

The Logistic Officer will manage work with capability managers on the delivery and sustainment of various fleets and platforms and is responsible for managing the development and contribution to strategies, plans and budgets in support of Defence platforms and equipment.

About our Team

Naval Shipbuilding and Sustainment Group (NSSG) is responsible for delivering and sustaining Australia's naval capability – the ships and submarines – for Australia to be able to fight and win at sea. The NSSG is also responsible for the delivery of a continuous and sovereign naval shipbuilding and sustainment enterprise, setting the policy framework that supports the growth of a skilled and productive workforce, a cost competitive and sustainable industrial base, and modern, innovative and secure infrastructure. NSSG delivers major maritime capability programs, leveraging Australia's best industrial, scientific and research communities to adapt to Navy's modernisation requirements, in response to our rapidly changing strategic circumstance. NSSG's core role – in partnership with Navy – is to ensure that Australia's sailors prevail at sea and return safely.

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex environment. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence.

We are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways. We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services. We offer competitive salary packages including superannuation, relocation costs and flexible arrangements for suitable candidates.

Our Ideal Candidate

The ideal candidate will have demonstrated high level Logistics experience, with excellent communication and stakeholder engagement skills. You will have the ability to work with stakeholders collaboratively and independently, with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of your work. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures, and provide technical and policy advice in relation to the equipment and platforms they sustain.

These competencies are considered critical to success within the role.

- Decide and initiate action - take responsibility, take calculated risks, take initiative, and generate activity.
- Relate and network - able to quickly build relationships, network, and relate well to all levels.

- Analyse information - probe for clarity, produce solutions, make judgements, and think systemically.
- Formulate strategies and concepts - work strategically, develop and set strategies and think broadly about future potential and long term goals.
- Planning and organising - set objectives, plan, establish contingencies, manage time, resources and people, and monitor progress.

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	Mark Janiszewski, 08 9580 7207
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5327318A-5113-A048-5618-DB1E4B6E11C1

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Defence

Vacancy VN-0748645

Department of Defence

Closing Date: Sunday 13 October 2024

Capability Acquisition and Sustainment Group
Land Systems

Job Title	ICT Service Manager
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/08145/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E4949D5D-487C-B66B-8B60-DB1E8327DDF3>

Duties

The Role

Within the Simulation & Modelling Network (SIMOD) ICT Service Delivery team, an EL 1 ICT Manager is accountable under broad direction to perform and achieve ICT service provision work within an integrated workforce, managing a standalone network for the Land Engineering Agency.

As an EL 1 ICT Manager you will be accountable for the development and implementation of work plans, set performance indicators, and review individual, team and business performance, with a focus on identifying opportunities for building team capability and continuous improvement, leading a small team of Australian Public Service (APS) and contracted specialist technical staff. You will have a focus on finance and procurement of ICT assets, comply with Defence IT Security Policy and set work that aligns with strategic objectives and communicate expected outcomes.

About our Team

The Capability Acquisition and Sustainment Group (CASG) is an integral part of the Department of Defence. This group procures and maintains military equipment and supplies in the quantities and to the service levels that are required by Defence and approved by Government.

Within CASG, the Land Domain acquires and supports designated land systems for the Australian Defence Force. Land Domain is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

Our Ideal Candidate

The ideal candidate for this role will be an experienced IT procurement specialist, accountable, under broad direction to be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes within an integrated workforce.

The successful candidate will:

- Have demonstrated management experience delivering IT outcomes.
- Have demonstrated relevant experience in procurement of ICT software and hardware, and contract management.
- Have excellent stakeholder management skills.
- Have excellent written and oral communication skills.
- Be capable of leading, managing and mentoring successful teams.

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	Loredana Corluka, 0467 715 590
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E4949D5D-487C-B66B-8B60-DB1E8327DDF3

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Defence

Vacancy VN-0748691

Department of Defence

Closing Date: Sunday 06 October 2024

Defence Digital Group
Strategy & Architecture

Job Title	Assistant Director of Pipeline Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/08209/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1A50B6A0-95C6-C64F-43C5-DB1EC19BFA1A>

Duties

Your Role

The Incubator Branch within Defence Digital Group (DDG) has been established to provide optionality to Defence Capability Managers at speed and scale for best in class global platforms combined with sovereign capability. We are looking for a highly experienced ICT Project Manager to manage the incubation activity workflow of the Branch.

You will:

- Support incubation activities from the development of customer use stories to the incubation showcase to stakeholders
- Capture demand from Capability Managers and the Defence Digital Roadmap
- Engage with the Program Management Office to prioritise and log the demand
- Effectively and efficiently communicate the development of product pipeline
- Mobilise the Incubation team
- Engage with Subject Matter Experts to secure additional resources

The Branch focusses on providing timely, responsive advice, and leverages rapid proven technology to showcase sub-scale working models. The team will manage requests from initiation to showcase using Scaled Agile methodology to provide technical agility, meeting customer needs of Defence.

The Branch will provide continuous exploration activities to inform and support Defence Continuous Delivery Pipelines.

Our Ideal Candidate

Will exercise a considerable degree of independence, have impeccable engagement, collaboration and negotiation skills, and be able to juggle demands to meet Branch outcomes.

The ideal candidate will have:

- Business acumen and excellent stakeholder management skills
- Extensive experience with defining project objectives, project scope, roles and responsibilities, resource requirements and managing resource availability and allocation – both internal and with third parties
- Proven working experience in project management

- Excellent client-facing and internal communication skills

About our Team

The recently established Incubator Branch within the Architecture and Strategy Division (DAS) of Defence Digital Group (DDG) is responsible for evaluating best-in-class, sovereign technology and its fit for purpose across Defence Capabilities. Incubation activities are completed in a multi-cloud hosting capability that ensures technology is evaluated against security postures and use cases unique to the Department of Defence.

The team operates within an agile delivery methodology that is collaborative, flexible and transparent to stakeholders across the department. Evaluations completed by the branch are used to inform technology choices made by the department in the delivery of its 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	Brendan Reilly, 0405 471 506
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1A50B6A0-95C6-C64F-43C5-DB1EC19BFA1A

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Joint Capabilities Group
ICT Operations Division

Job Title	Audio Visual Engagement Manager
Job Type	Full-Time, Ongoing
Location	Berrimah NT, Darwin NT, Larrakeyah NT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/07584/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=853DF19C-D412-4187-7E59-DB1EBF9B3A3E>

Duties

The Role
Joint Capabilities Group (JCG), Cyber Operations Division (COD) is seeking a highly motivated professional with recent experience in providing strong proactive management within an ICT, Audio Visual (AV), Video Teleconferencing (VTC), or Customer Service environment of a complex organisation.

This position is part of a geographically dispersed team of multi-disciplinary professionals from both public and private industry. The main focus of this role is communication, collaboration, operating within and assuring cyber security boundaries in order to support the war-fighter at all times.

Audio Visual Engagement Managers (AVEMs) operate in a fast paced, high exposure ICT environment which demands exceptional quality. AVEMs are the first point of contact for Defence end users (the 'customer') who require an AV or VTC solution. Applicants will need to demonstrate exceptional communication skills, be customer focused, and demonstrate a high level of resilience, problem solving, and attention to detail.

The successful applicant will be responsible for providing initial engagements for Audio Visual (AV) and Video Teleconferencing (VTC) requests, and generally facilitating end user requirements. This will include creating a positive and welcoming experience, setting expectations, understanding Defence end user needs, and providing guidance by building a picture for end users of potential AV or VTC solutions in consultation with the wider team and existing accredited patterns. AVEMs will also respond to enquiries relating to approved Defence AV/VTC solutions, and provide in-depth reporting to key stakeholders.

This position has a high reliance on the ability to communicate in a professional, precise and competent manner, to problem solve, and to deliver upon operational outcomes to all key stakeholders.

About our Team
The Directorate of Audio Visual Operations (DAVO) acts as the Joint Capabilities Group (JCG) representative for the delivery of Audio Visual (AV) and Video Teleconferencing (VTC) capabilities across the Defence estate.

Our team comprises a mix of Australian Public Service (APS) and Contracted personnel located between several major Defence bases Australia wide.
Our Culture is one that is driven by collaboration and communication within a diverse workforce setting.

Our Mission is to deliver, support, and strengthen secure audio visual communication channels that enable Defence global operations and assure cyber security.

Our Ideal Candidate
The AVEM will be an exceptional communicator with proven problem solving skills delivering outcomes to end users. They will engage with stakeholders at a high-level, and will be required to set and identify expectations, delivering the appropriate solutions that achieve operational outcomes. They are accountable under broad direction to undertake complex AV and VTC service

provisioning activities and customer service.

They will work independently within a small team, having some authority and discretion to investigate information from diverse sources and explore innovative approaches to support the longer-term business objectives and end user needs. They will be capable and confident in problem solving, delivering solutions, presenting business cases, and developing and maintaining suitable work practices and procedures that remain in accordance with strategic and corporate objectives.

They will be familiar with working in an Operations team who are fast-paced and outcome driven. They will use their initiative and experience to analyse, plan, review and adjust work activities and manage priorities to deliver business outcomes. They will have experience as the first and primary point of contact and escalation for a designated footprint or area of responsibility.

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>

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	Michael Hobbs, 0483 228 572
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=853DF19C-D412-4187-7E59-DB1EBF9B3A3E

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Defence

Vacancy VN-0748763

Job Title	Quality Assurance Editor
Job Type	Full-Time;Part-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ASG/07925/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=49996AA6-C5E6-234D-52A2-DB1EC170E2DE>

Duties

The Role

The Quality Assurance Unit assures the quality of all ministerial advice and correspondence provided by Defence to the Deputy Prime Minister. An interesting and varied role that provides a unique insight into the diverse range of functions Defence undertakes.

As part of the Quality Assurance Unit, you will apply excellent written communication and editing skills, attention to detail, sound judgement to review and edit written ministerial advice and correspondence provided by Defence to the Deputy Prime Minister's office via the Parliamentary Document Management System (PDMS).

In this role, you will be required to:

- Review, edit and quality assure a range of ministerial submissions, briefs and correspondence;
- Liaise with internal and external stakeholders to achieve editorial outcomes;
- Resolve editorial issues using pragmatism, expertise and teamwork; and
- Build and sustain effective relationships with team members and stakeholders across Defence.

About our Team

The Quality Assurance Unit is a small Canberra-based team within Strategic Priorities Branch, Governance Group. The team works on both the Defence Protected Network and Defence Secret Network.

Our Ideal Candidate

Our ideal candidate will have editorial, journalistic, public relations or publishing experience, with exemplary written communication skills, an eye for detail and a commitment to excellence. They will ensure that written content adheres to style guides and templates, as well as rules for spelling, grammar and punctuation. They will work independently with the opportunity for reasonable autonomy, accountability and flexibility.

They will use initiative and judgement to apply practices and procedures consistent with Defence requirements. They will also actively manage key stakeholder relationships, and identify stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. **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>

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To Apply

Position Contact	Rob Krauss, 02 5108 6399
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=49996AA6-C5E6-234D-52A2-DB1EC170E2DE

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Environment and Energy

Vacancy VN-0748744

Clean Energy Regulator

Closing Date:Monday 14 October 2024

Scheme Support
Compliance Participant Assessment and Monitoring

Job Title	Senior Regulatory Officer - Participant Assessment and Monitoring
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$95,284 - \$108,474
Classification	APS Level 6
Position Number	CER 094/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The Compliance Branch provides specialist services in investigations, enforcement, targeted outreach and education, audit, intelligence and analytics and participant assessment. The Compliance Branch works closely with all areas of the agency, but predominantly the scheme operations teams, our internal lawyers and our internal fraud team. Timely and effective progressing of matters is essential and KPIs and governance arrangements are in place to support this.

The Branch comprises four sections and specific work includes:

- **Compliance and Enforcement Section** – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administered by the agency.
- **Intelligence and Assessment Section** – providing a centralised intelligence function that produces tactical, operational and strategic insights to support business areas and undertaking a preliminary assessment triage function for all referrals received by the Branch.
- **Participant Assessment and Monitoring Section** – ensuring that those applying to participate in the schemes administered by the agency meet competency and capability benchmarks, maintain an ongoing participant monitoring function, and coordinating engagement and collaboration with other regulators.
- **Compliance Strategy and Assurance Section** – driving the engagement on strategic compliance policy initiatives, reporting on compliance effectiveness and providing a centralised scheme audit and assurance function.

About the Section

The Participant Assessment and Monitoring section provides several enabling functions to support Compliance Branch and agency regulation including supporting scheme administration and entry, intelligence, compliance and enforcement activity.

The Participant Assessment function seeks to ensure that those applying to participate in the schemes administered by the Clean Energy Regulator meet competency and capability benchmarks, and decisions to suspend or remove a person from a scheme are well informed and able to withstand scrutiny and challenge.

The Participant Monitoring function provides routine and heightened monitoring of scheme participants and manages engagement and agreements with partner agencies. **Duties**

- Manage the participant assessment process for scheme entry and registration for the Australian Carbon Credit Unit (ACCU) scheme and the Australian National Registry of Emissions Units (ANREU).
- Apply comprehensive work knowledge, legislation, policies and procedures to complex and sensitive matters requiring a high level of interpretation and analysis.
- Under limited guidance, make decisions using good judgement, expertise and knowledge.
- Manage relationships with internal and external stakeholders, including supporting external stakeholder through change to CER systems.
- Implement work plans for the work area including setting tasks and priorities, managing workflow and allocating resources.
- Be accountable for high quality outputs and fostering a culture of continuous improvement through provision of technical advice, mentoring, skills training and performance management of a small team.
- Assist in strategic planning to implement improved digital services, providing advice and guidance into new digital based processes.

Qualifications/Experience

Essential:

- Experience working in a regulatory environment, highly developed skills in interpreting and applying legislation.
- Flexibility and resilience to achieve results in a dynamic work environment.
- Ability to distil complex information and identify critical issues.
- Excellent written and verbal communication skills, including attention to detail.

Highly desirable:

- Experience working in a high-volume area with defined timeframes.
- Experience in business improvement.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Hugh Jones, 02 6159 3314
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0748746

Digital Transformation Agency (DTA)

Closing Date:Thursday 10 October 2024

Digital Investment Advice & Sourcing
Portfolio Assurance Benefits Management Team

Job Title	Assistant Director, Benefits Management Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA
Salary	\$119,475 - \$132,442
Classification	Executive Level 1
Position Number	188_09/24
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 Benefits Management Team and is part of the Portfolio Assurance Branch. The Assistant Director is responsible for leading the developing and embedding the Benefits Management Policy (BMP) for Digital and ICT Investments which is being progressively implemented across the Australian Government in close consultation with agencies through the Benefits Management Team (BMT) stationed within the Portfolio Assurance Branch.

This role presents an exciting opportunity to contribute to the strategic and stakeholder engagement work of the DTA. Although this is a specialised role, you are not expected to have benefits management expertise – training will be provided. We are instead looking for someone who has experience developing and implementing policy ideally complemented with experience working with and advising on project design and performance.

This team has a dual role in:

- (1) Managing the existing BMP which is applied on a mandatory basis for all digital investments being brought forward for funding by Government. This role includes working in close collaboration with Investment Advisers and agencies to ensure conditions exist for the BMP requirements to be met by proposed investments, including through availability of guidance, expert support, training, capability development, and continuous improvement of the policy and its supporting elements.
- (2) Expanding the BMP across the remaining states of the Investment Oversight Framework (IOF), starting with assurance and operations. This expansion was recently agreed as part of the Budget 2024-25 process and will focus on ensuring that, if agreed, the benefits of proposed digital investments can be confidently tracked through to completion.

The duties of this role may include:

- Helping to lead reforms which ensure the right conditions exist at a whole-of-government level to support the successful implementation of digital investments.
- Driving reforms which ensure senior leaders in Government as well as Ministers can confidently make decisions on proposed and in-flight digital investments.
- Taking a lead role in delivering on high-profile work streams and products relating to digital investment insights, strategies, and policy in the contestability and assurance context.
- Working to deliver required outcomes from the team's workstreams, including by preparing strategies, putting in place processes, products and frameworks, and establishing strong working relationships with other teams and external stakeholders.
- Producing and contributing to high quality written products for senior government officials, including but not limited to, speeches, talking points, briefs, board papers and presentations.
- Contributing to team planning, coordination, and workflow management and shaping the team's work program in alignment with the broader direction of the team, Branch, Division and Agency.
- Supporting the Senior Adviser in the preparation of team reporting and communications with the Senior Executive (both the Divisional Manager and the Branch Manager) and in fostering a positive team culture and environment.
- Maintaining an awareness of work being undertaken in other relevant work streams, across the APS, and state and international jurisdictions to identify interrelationships and impacts.

- Supervising and developing staff members (depending on the composition of the team at any point in time, this could include APS6 level staff as well as interns placed in the team as part of collaborations with Universities), including providing clear direction, managing performance, and working with the Senior Adviser to develop the capability of staff across the team to deliver on priorities.

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.

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

About the Digital Transformation Agency (DTA)

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	Michaela Olde, 02 6120 8428
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0748769

Australian Secret Intelligence Service

Closing Date:Monday 21 October 2024

Job Title	Assistant Director-General Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

<https://www.asis.gov.au/Careers/Current-Vacancies/>

Assistant Director-Generals are senior leaders within ASIS responsible for strategically leading their function to deliver on key organisational objectives. ASIS is seeking to create a merit pool for Assistant Director-General Operations (SES B1) roles.

Duties

The role of Assistant Director-General Operations requires an ability to thrive in a demanding and high-pressure environment, to manage a range of capabilities and resources and to enable the delivery of successful operational outcomes in response to priority government requirements. The successful applicant will also be expected to contribute actively to the broader strategic leadership of ASIS as key members of its Senior Leadership Team.

The successful candidate will have a demonstrated capacity to work collaboratively, anticipate opportunities, encourage creativity, resolve complex issues and provide outstanding strategic direction and leadership across the Branch and the Service. Communication skills of the highest order are an essential requirement, as is the ability to operate in accordance with, and actively promote, ASIS’s values and ethical standards.

Given the nature of ASIS’s work, effective and efficient management of our human, financial, communication, physical and other resources is fundamental to the success of the Service in delivering its unique product for Australian Government. The position of influence that the successful candidate will occupy with the Service will reflect this importance and will be a guiding consideration during the selection process.

Successful applicants will be placed in a merit pool which may be used to fill vacancies in Operational ADG Operations positions arising in the next 18 months.

Eligibility

Citizenship - To be eligible for employment with ASIS, you must be an Australian citizen.

Security Assessment - The successful applicant will be required to undergo and maintain a high-level security clearance. Ongoing employment with ASIS requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

Notes

This position is Canberra based, with conditions of service similar to those in the Australian Public Service, including superannuation.

To APPLY, please submit an application ONLINE via the website.

All applications for employment with ASIS are handled in the strictest confidence. It is essential that you maintain a similar level of confidentiality and that you do not discuss your application with anyone outside of the recruitment process.

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-0748612

Department of Foreign Affairs and Trade

Closing Date:Monday 14 October 2024

Australian Passport Office (APO)

Job Title	Operations Manager (Sydney, Hobart and Darwin)
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Sydney NSW, Hobart TAS, Darwin NT
Salary	\$118,654 - \$132,724
Classification	Executive Level 1
Position Number	1083/2024
Agency Website	

Job Description <https://dfatcareers.nga.net.au/?jati=A361A7AD-3EE2-C614-2AEE-DB1E4A38D58C>

Applications close on Monday, 14 October 2024 at 11:59 pm ADST.

The opportunity

Do you have a passion for working in a service delivery environment? Do you have exceptional customer service skills? If you have answered yes to these questions, WE WANT YOU!

The Australian Passport Office (APO) is seeking Operations Managers to lead large service delivery teams in the Sydney, Hobart and Darwin offices.

Operations Managers are experienced service delivery leaders who manage and support day-to-day office operations to ensure the delivery of efficient, responsive, and secure passport services. The APO is seeking adaptable, experienced leaders who can achieve outcomes in any environment with a focus on exceptional delivery of customer services.

The APO provides Australians access to secure international travel documentation through timely and responsive passport services. The APO manages each stage of the passport production process including passport application lodgement, application assessment, and passport printing. The APO also includes teams focussed on, for example, service recovery (complaints and feedback), policy and legislation, and data and workload management.

The APO issues passports to Australian citizens, both in Australia and overseas, under the Australian Passports Act 2005, related laws, and the Convention on International Civil Aviation. We also issue other types of travel documents, for example, Convention Travel Documents, to eligible non-citizens living in Australia. Within Australia, APO staff are also authorised to provide services such as the issuing of Certificates of no Impediment to Marriage (CNI) and legalisations of documents (Apostilles and Authentications).

This recruitment process will be used to fill current vacancies as well as vacancies which may arise over the coming 18 months.

Please note that due to the nature of the role and the specific security features of the systems access required, **this position is not suitable for work-from-home arrangements**. Other flexible work arrangements can be negotiated, such as compressed work hours and flexible start and finish times, subject to the operational needs of the business area.

Duties

Our ideal candidate

You will have:

- the highest standards of integrity, confidentiality and professionalism, and adherence to APS and Departmental values.
- a demonstrated background in leadership and client-focused service delivery.
- experience in building team capability in a service delivery environment, including providing performance feedback, conflict resolution, and encouraging career development.
- robust organisational skills, flexibility, and the ability to manage priorities and deliver outcomes within set timeframes.

- a proven ability to communicate clearly and build strong and trusting relationships with key external and internal stakeholders in order to achieve and deliver on key outcomes.
- the ability to harness information from a variety of sources and have highly developed analytical skills.
- a well-developed capacity for collaboration and decision-making.
- an understanding of passport legislation, processes and systems, or the ability to quickly acquire this knowledge.
- Minimum three years' experience managing teams in a service delivery environment.

Key duties

You will:

- Oversee the day-to-day operations and performance outputs of the office, ensuring objectives and key performance indicators are met.
- Provide guidance to team leaders on more complex HR matters and how to lead teams to achieve outcomes in a service delivery environment.
- Provide mentoring, coaching and support to staff and invest in professional development and people capability and sustained excellence in service delivery.
- Report regularly to the Director on a range of performance measures and strategies for improvement.
- Interpret legislation, policy, and standard operating procedures to make decisions in relation to passport cases, sometimes in exceptional circumstances.
- Facilitate and encourage teamwork, respect, and diversity in a collaborative manner.
- Contribute to broader high-level passport policy development and lead operational projects as required.
- Build and sustain relationships with internal and external stakeholders, with some departmental representation at high-level meetings.
- Drive improvements in organisational capability and positively influence and affect change across the business.
- Prepare briefs, high level communication and departmental correspondence; and
- Harness the knowledge and skills of subject matter experts in other areas to achieve outcomes.

Eligibility Notes

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Negative Vetting 2

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a lower or higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Renato Colaianni, 03 8537 5501
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=A361A7AD-3EE2-C614-2AEE-DB1E4A38D58C

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Industry, Science, Energy and
Resources

Vacancy VN-0748712

Department of Industry, Science and Resources
(DISR)

Closing Date:Friday 11 October 2024

Chief Finance Officer
Financial & Shared Services Payroll Services

Job Title	Senior Payroll Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	2076_09/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=B8A261EC-3F45-7C5B-DB79-DB1E874D8159>

About the Department

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

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

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

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

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

About the team

The Department's Shared Services Hub provides payroll services under the Whole-of-Government Shared Services Programme. The Shared Services Hub is committed to delivering effective and efficient payroll services in line with Service Level Agreements negotiated with each client agency.

We currently have five (5) teams within the Hub to which you may be assigned, each under the management of an Executive Level 1 Assistant Manager and APS Level 6 Team Leader.

Working in the Hub presents a unique opportunity to be involved in innovative service delivery arrangements relating to both systems and processes - and to collaborate across the Public Sector. The Hub utilises the Aurion HRMS. Teamwork and effective client engagement are essential components of our service delivery, including, on occasion, in respect to the onboarding of new clients.

The opportunity

If you are a high-performing APS Level 4 or an existing APS Level 5 these positions offer you the opportunity to advance your career as a payroll professional in a dynamic Payroll Hub environment committed to service delivery.

You will experience a wide range of key tasks within the fortnightly pay cycle, help to prioritise the workload, and contribute meaningfully to the management of your team. Teamwork both within each payroll team and across the Hub is encouraged. The Hub is committed to APS values and embraces the diversity and professionalism of its workforce. You will help identify and participate in relevant training opportunities. Flexible Work Arrangements are available to all staff relevant to the operational needs of the Hub.

Our ideal candidate

Key Capabilities:

- Capacity to effectively lead and manage a payroll team to deliver quality outcomes
- Experience applying more complex legislation and SOPS relating to payroll and conditions practices and procedures.
- Well-developed written, communication and stakeholder management skills, including the ability to effectively negotiate and influence outcomes
- Sound customer service skills, including using initiative and the ability to foster effective working relationships with stakeholders at all levels
- Knowledge of and adherence to information management and privacy procedures.
- Sound problem solving skills and judgement with attention to detail.
- Sound organisational skills, including energy and drive, and the ability to manage priorities to achieve results
- Resilient with a positive attitude and responsive to changing and competing priorities
- Ability to juggle multiple tasks while still delivering high quality results
- Values diversity and builds a team that is inclusive in nature.

Experience and Education Requirements:

- Experience in undertaking pay transactions on an automated pay management system
- Strong skills in payroll systems, helpdesk systems and Microsoft office products
- Familiarity with APS values and procedures
- Four years or more experience in payroll delivery, or equivalent.

Duties

- Lead a team to complete business-as-usual (BAU) payroll transactions, queries and related correspondence
- Complete more complex payroll transactions, queries, and related correspondence (including some SES and Board transaction processing)
- Maintain data in the Aurion payroll system and other platforms as required, in adherence with the Department's record management and privacy policies
- Provide clear, comprehensive and accurate verbal and/or written advice to stakeholders within appropriate timeframes regarding payroll matters
- Monitor and manage team workloads to meet deadlines and quality-assure the daily work of the team
- Supervise, guide, and manage team members including through one-on-one training
- Participate in the development and application of standard operating procedures (SOPs) that underpin consistent payroll service
- Promote teamwork at all times, including across teams during busy periods

Eligibility

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

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

Notes

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

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

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

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

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

To Apply

Position Contact	Tammi Bach, 02 6213 6378
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=B8A261EC-3F45-7C5B-DB79-DB1E874D8159

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0748853

Civil Aviation Safety Authority Australia

Closing Date: Sunday 13 October 2024

Stakeholder Engagement
Communications

Job Title	Web Content Designer/ Senior Web Content Designer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$100,135 - \$131,218
Classification	APS Level 6;Executive Level 1
Position Number	4157
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 Communications Branch is responsible for CASA's communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and development of Plain English Guides.

The Communications branch is recruiting a content specialist to fill current and expected vacancies in the following exciting role:

- Website content designer/senior content designer

We are seeking a high performing candidate and will create a merit pool for future ongoing and non-ongoing vacancies. Candidates will be considered at the CS3A or CS4 level, commensurate with demonstrated skills and experience.

Reporting to the Digital and Creative section manager, the role will work closely and aligned with the website team leader priorities to design, write and ensure content meets user's needs. This includes strategising and aligning content to best practice principles to improve user experience. They will work closely with business areas, communication officers, and publishers to manage content through approvals. They will coordinate, curate, and create content to enhance the readability of content and translate complex language into plain English. This role provides expert advice regarding innovative approaches to web content design, information architecture, user experience design, and web content management.

As a content designer, you will:

- Apply deep understanding of content development and user needs to write, edit and manage the production of website content to support business and safety outcomes
- Use in-depth knowledge of analytic and other tools to complete research to support trends and inform content improvements
- Work cooperatively with subject matter experts to develop and maintain website content, ensuring that it is consistent in language and tone, simple and clear to understand, accessible and compliant with CASA's content strategy

- Work under limited direction to rewrite and review web content to improve readability, reduce duplication and confusion and ensure website visitors can obtain information as quickly and clear as possible
- Apply your understanding of the Digital Service Standard, website accessibility requirements, the Government Style Manual and other procedures to improve client experience.
- Work collaboratively with other team members to ensure objectives are met, assisting in planning and managing projects, meeting agreed timelines and managing and reviewing performance
- Provide advice and support to business areas and communications officer to educate and build content design capability.

Duties

Candidates must have the following skills and experience:

- Excellent writing, editing and oral communication skills with a high level of attention to detail
- Demonstrated experience in website content design and writing to the Australian Government Style Manual
- Ability to develop productive relationships with and communicate across all levels of the organisation and deliver results
- Exceptional time management skills with an ability to adapt and manage multiple tasks with changing and competing priorities
- Demonstrated experience in using analytics to inform content decisions and proactively improving content and user experience
- Understand current website and content design trends and be across the relevant digital landscape
- A relevant tertiary qualification in a relevant discipline and/or industry experience in communications, digital marketing, or journalism.

In addition to the above, to be considered at the CS4 level, applicants must also:

- Work collaboratively with other team members and direct reports to ensure team objectives are met, assisting in planning and managing projects, meeting agreed timelines and managing and reviewing performance
- Provide expert content design/information architecture advice to solve website content problems and manage issues with a high degree of independence
- Coordinate and undertake detailed website projects that impact on CASA's strategic outcomes
- Conduct research and provide strategic direction for CASA's content on CASA's corporate website and subsites.
- Work with a high level of independence, under broad direction, able to resolve issues and deliver quality outcomes.

Desirable attributes

- Knowledge of Australian government online standards and their application, particularly WCAG 2.2 and the Digital Transformation Agency's Digital Services Standard
- Experience publishing content and working with content management systems in particular Drupal/govCMS/SharePoint online
- Experience in an aviation or regulatory environment.

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 Australia citizen
- Undergo pre-employment screening including a Police Check
- A tertiary qualification in a relevant discipline and/or industry experience in communications, digital marketing, journalism.

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.

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	Grace Ge, 02 6217 1692
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0748858

Civil Aviation Safety Authority Australia

Closing Date:Sunday 13 October 2024

Stakeholder Engagement
Communications

Job Title	Web Content Designer/ Senior Web Content Designer - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$100,135 - \$131,218
Classification	APS Level 6;Executive Level 1
Position Number	4157
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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About the opportunity

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- Website content designer/senior content designer

We are seeking a high performing candidate and will create a merit pool for future ongoing and non-ongoing vacancies. Candidates will be considered at the CS3A or CS4 level, commensurate with demonstrated skills and experience.

Reporting to the Digital and Creative section manager, the role will work closely and aligned with the website team leader priorities to design, write and ensure content meets user's needs. This includes strategising and aligning content to best practice principles to improve user experience. They will work closely with business areas, communication officers, and publishers to manage content through approvals. They will coordinate, curate, and create content to enhance the readability of content and translate complex language into plain English. This role provides expert advice regarding innovative approaches to web content design, information architecture, user experience design, and web content management.

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- Work collaboratively with other team members to ensure objectives are met, assisting in planning and managing projects, meeting agreed timelines and managing and reviewing performance
- Provide advice and support to business areas and communications officer to educate and build content design capability.

Duties

Candidates must have the following skills and experience:

- Excellent writing, editing and oral communication skills with a high level of attention to detail
- Demonstrated experience in website content design and writing to the Australian Government Style Manual
- Ability to develop productive relationships with and communicate across all levels of the organisation and deliver results
- Exceptional time management skills with an ability to adapt and manage multiple tasks with changing and competing priorities
- Demonstrated experience in using analytics to inform content decisions and proactively improving content and user experience
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- A relevant tertiary qualification in a relevant discipline and/or industry experience in communications, digital marketing, or journalism.

In addition to the above, to be considered at the CS4 level, applicants must also:

- Work collaboratively with other team members and direct reports to ensure team objectives are met, assisting in planning and managing projects, meeting agreed timelines and managing and reviewing performance
- Provide expert content design/information architecture advice to solve website content problems and manage issues with a high degree of independence
- Coordinate and undertake detailed website projects that impact on CASA's strategic outcomes
- Conduct research and provide strategic direction for CASA's content on CASA's corporate website and subsites.
- Work with a high level of independence, under broad direction, able to resolve issues and deliver quality outcomes.

Desirable attributes

- Knowledge of Australian government online standards and their application, particularly WCAG 2.2 and the Digital Transformation Agency's Digital Services Standard
- Experience publishing content and working with content management systems in particular Drupal/govCMS/SharePoint online
- Experience in an aviation or regulatory environment.

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 Australia citizen
- Undergo pre-employment screening including a Police Check
- A tertiary qualification in a relevant discipline and/or industry experience in communications, digital marketing, journalism.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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	Grace Ge, 02 6217 1692
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Prime Minister and Cabinet

Vacancy VN-0748787

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Sunday 13 October 2024

Strategic Operations Group
Alice Springs

Job Title	Reception/Guest Services Officer (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$71,560 - \$78,001
Classification	APS Level 4
Position Number	150_07/24
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

About the Group

The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises 5 areas covering Governance, People Services, Finance, Digital Services and the new Central Australia facility (Mparntwe).

About the Program Area

The Central Australia facility in Alice Springs is the first regional facility for AIATSIS outside of Ngunnawal Country (ACT) and will provide culturally appropriate digitisation and storage capacity along with local training opportunities.

The facility will also enable local preservation of community-held collection materials and increased preservation and repatriation of Indigenous collections and cultural information. The facility will deliver services to improve searching and accessing the AIATSIS Collection, training opportunities and learning opportunities through exploration of our exhibition space and cultural research including family history.

Key Responsibilities

The Reception/Guest Experience Officer will contribute to the achievement of AIATSIS goals and objectives as a member of the Central Australia Mparntwe team.

Duties

- greet and host guests and deliver services to assist clients to search and access the AIATSIS Collection at the Central Australia facility.
- support guests as they explore and learn from the exhibition space as well as provide family history research assistance.
- work with internal and external stakeholders in activities involving the AIATSIS collection and other AIATSIS resources.
- respond to requests for collection material from the AIATSIS collection in a timely and accurate manner.
- undertake research on collection material.
- communicate effectively with internal and external stakeholders who are both Indigenous and non-Indigenous on a range of complex matters. play a key role as part of the team in ensuring the safekeeping/preservation of the items of the AIATSIS collection, particular those in the display area.
- along with the team in Mparntwe, you will be trained and supported by the Assistant Director, Community Engagement & Access, and the Collection Access and Family History Team at Maraga in Canberra.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to understand the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander peoples and cultures; identifies issues affecting Aboriginal and Torres Strait Islander peoples today.
- builds and strengthens relationships with Aboriginal and Torres Strait Islander communities.
- understands Aboriginal and Torres Strait Islander business within AIATSIS and the outcomes the agency is responsible for delivering.
- uses diverse knowledge and experiences to achieve outcomes.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will have well developed stakeholder engagement skills, and have an interest in sharing the story of Aboriginal and Torres Strait Islander Australia. You will come with the following skills, experience and attributes:

- demonstrated ability to work in a customer-focused role in an information setting.
- ability to communicate with, and provide advice to, Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues verbally and in writing.
- an understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait Islander people and researchers
- demonstrated ability to communicate effectively with internal and external stakeholders on a range of complex matters.
- demonstrated ability to recognise and use initiative to solve problems in a creative manner.
- demonstrated ability to represent an institution in a public capacity.
- ability to host clients and visitors and support them to access collection material.
- ability to work as part of a team and undertake a wide variety of tasks adapting to business priorities in a flexible manner as required.
- demonstrated experience working and communicating sensitively and effectively with Aboriginal and Torres Strait Islander people as these roles require a high level of cultural competency.
- significant understanding of past events impacting Aboriginal and Torres Strait Islander people.

Notes

To be found suitable candidates must

- **provide citizenship documentation**
- **complete a police check**
- **complete a pre employment medical**

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Marlene Chisholm, 08 8950 1579
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Systems Assurance and Data Analytics Group

Job Title	EL1 Director, Data Analytics
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$119,897 - \$135,112
Classification	Executive Level 1
Position Number	070/2024
Agency Website	https://www.anao.gov.au

Job Description

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

The **Systems Assurance and Data Analytics Group (SADA)** provides support and services to the ANAO’s financial statements, performance statement and performance audit groups, as well as the Corporate Management Group. SADA comprises of approximately 37 staff who work in teams specialising in either IT systems and controls assurance or in data analytics.

The ANAO’s Data Analytics branch provides data analytics support to service groups across the ANAO. An increasing portion of our work involves the design, build, and sustainment of data-driven products that standardise the application of business rules to data for audit teams. The Data Engineering and Automation section within the Data Analytics branch is responsible for taking carriage of this work.

The focus of the section is the development and maintenance of robust, scalable and repeatable data-driven solutions which enhance the quality and efficiency of audit and organisational processes.

Duties

The **EL1 Director (Data Engineer)** is a leader that supports the Senior Director to define and deliver the functions of the Data Engineering & Automation section. Your day-to-day work would include:

- Leading and managing a team of data engineers/data analysts to design and deliver data analytics products to end users, including reviewing and writing code that assesses data for risks, applies a calculation model, or performs ETL functions;
- With the Senior Director, meet with audit teams to co-design new data analytics solutions to make audit work more efficient;
- Monitoring and validating the quality of section outputs and raise quality issues with relevant parties.
- Identifying and implementing migration of new and existing solutions to better utilise technology to increase quality, consistency and/or reduce human intervention in the process;
- Demonstrating technical expertise in programming and the ability to apply programming skills in audit context to provide a high level of professional and technical advice on a range of issues;
- Working with the ANAO’s IT Services team to plan and deploy new solutions into the data analytics cloud, and ensure data is appropriately managed; and

- Providing guidance and support to other Data Analytics team staff regarding the use of relevant services in the Microsoft Azure platform.

Eligibility

Who we are looking for

The successful candidate(s) should have the following:

- A strong background and proven success in using programming languages for developing data solutions to achieve business objectives;
- A demonstrated ability to leverage technical, stakeholder engagement and project management skills to design, implement, review, validate, and present data-related projects to business users;
- Experience in working with diverse data sources, and solving challenging ETL problems;
- Excellent problem-solving skills, including the ability to independently research and assess potential data solutions to complex issues, and liaise with other teams to implement them;
- Demonstrated ability to learn and quickly apply new digital technology or tools;
- Demonstrated capability to communicate complex issues clearly and effectively to various audiences including non-technical audiences; and
- Demonstrated effective leadership of high performing teams that have diverse and complementary technical skills and backgrounds.

Additionally, the position will involve:

- Raising awareness across the organisation of data technology related issues for different types of audits and projects;
- Managing client relationships including maintaining a high level of engagement and communication with audit or business teams;
- Assisting in the formulation of business and operational plans for the SADA Group; and
- Mentoring, coaching, guiding and supporting the professional development of junior staff.

Desirable skills

Given the nature of the work within the team, the following skills and experience would be highly regarded:

- Tertiary qualifications relevant to data analytics, data engineering, information technology, computer sciences, business analytics, accounting or similar disciplines;
- Experience working with a wide range of data-formats or data sources from various IT/business information systems;
- Experience working with data-related technologies in the Azure cloud, such as but not limited to: SQL, Python, PowerBI, Azure Data Factory, and Azure DevOps;
- Experience with database modelling, data platforms and architectures; or
- Experience with using data and technology for auditing or accounting sectors.

Eligibility

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

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the Baseline level.

Further information is provided in the [Security Clearance Applicant Guide Book](#) and on the [AGSVA website](#).

Notes

How to apply

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining which role you are applying for and why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly

recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

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

About the Australian National Audit Office

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

To Apply

Position Contact	Alex Collins, 0467 905 455
Agency Recruitment Site	https://www.anao.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0748655

Department of the Prime Minister and Cabinet

Closing Date: Sunday 13 October 2024

Corporate and Technology Division
Information Services Branch

Job Title	ICT Service Delivery Support Officer, Information Services Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$94,715 - \$106,438
Classification	APS Level 6
Position Number	PMC/2024/159
Agency Website	

Job Description

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

About your team

The IT Service Management (ITSM) team are responsible for ensuring that all teams involved in the support of technology at Prime Minister and Cabinet (PM&C) are empowered using the ITIL framework to deliver customer focused, trusted and reliable ICT services.

What you'll be doing

The ICT Service Delivery Support Officer plays a critical role in supporting the Assistant Director of ITSM in driving the effective execution and governance of IT Service Management processes. This role focuses on supporting key areas such as Incident Management, Problem Management, Change Management, Knowledge Management and Continuous Service Improvement (CSI). The officer will ensure that the service delivery is efficient, compliant with governance standards, and aligned with the Branch strategy and business needs.

Key responsibilities:

- Assist in managing and refining ITSM processes, ensuring alignment with industry standards and organisational policies.
- Support governance frameworks for Incident, Problem, Change, Knowledge Management, and Continuous Service Improvement (CSI).
- Help track and resolve incidents and problems, collaborating with technical teams to identify root causes and implement preventive measures. Ensure accurate documentation and reporting.
- Coordinate Change Requests, support Change Advisory Board (CAB) meetings and monitor change outcomes to ensure successful implementation and stakeholder communication.
- Maintain the Knowledge Management database, ensuring information is up-to-date and accessible, while contributing to process improvements and knowledge-sharing practices.
- Assist in identifying service improvement opportunities and support the implementation of CSI initiatives through data analysis and reporting.
- Work with internal teams to ensure smooth service delivery. Communicate service updates, changes, and improvements to key stakeholders.
- Support the Assistant Director in implementing ITSM strategic goals, ensuring alignment between service delivery and broader organisational objectives.
- Prepare and maintain reports on ITSM activities, documenting processes, incidents, and change management outcomes.
- Other duties as requested.

Duties

Why you're the ideal candidate

Our ideal candidate will perform at the level in accordance with the PM&C Performance model.

Our ideal candidate will be able to demonstrate:

- Knowledge of the Information Technology Infrastructure Library (ITIL) practices
- Exposure to IT Service Management (ITSM) principles, methodologies and procedures
- A service management attitude, with commitment to quality standards and continuous improvement
- Attention to detail with strong analytical and reporting skills.
- Evidence of the ability to manage complex issues with IT services
- Experience working in an IT operational environment
- Excellent communication and interpersonal skills to engage with technical and non-technical stakeholders
- An ability to work collaboratively within a team and across departments

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 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.

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

About the Department of the 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	Nikko Acena, 0459 828 242
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0748758

National Indigenous Australians Agency

Closing Date:Sunday 13 October 2024

Country, Culture and Connection
Various Various

Job Title	Senior Policy Officer/Senior Program Officer, Country, Culture & Connection
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - TAS TAS, Woden ACT, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$94,715 - \$106,438
Classification	APS Level 6
Position Number	NIAA/2024/151
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=D878DE1F-679D-8558-C14B-DB1EC0DBB8FA>

Are you interested in making a meaningful difference in your career?

We are seeking a number of highly motivated applicants who are passionate about the Government’s First Nations Agenda. We are seeking applicants who can respectfully engage with First Nations communities and stakeholders to achieve impactful and sustainable outcomes for First Nations People to join our Country, Culture and Connection Group.

The Country, Culture and Connection Group provides policy advice and runs programs that

empower the self-determination and aspirations of First Nations communities and Traditional Owners across a broad range of areas. The Group works across a range of key policy areas including Indigenous culture and knowledges, international policy, NAIDOC Week awards and grants, Empowered Communities, environment and water policy, Indigenous Rangers, Indigenous Protected Areas, land and Native Title, Territories Stolen Generations Redress Scheme.

Roles within the Country, Culture and Connection Group contribute to work at the heart of the Government's First Nations policy agenda and will give you the opportunity to work in partnership with First Nations people to deliver better outcomes and ensure Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered.

As a Senior Policy Officer/Senior Program Officer you will have the opportunity to influence change across government to ensure Aboriginal and Torres Strait Islander peoples have a say in the decisions that affect them. You will do this by, contributing to policy design and implementation, and will have the opportunity to work in genuine partnership with a diverse range of stakeholders across remote, regional and urban Australia, including First Nations communities, Native Title holders, First Nations service providers and peaks. You will be supported to continuously build and develop your cultural capability and awareness of unconscious bias in the workplace.

Across the various roles, you will undertake a variety of work including but not limited to:

- interpreting and drafting policy and/or program documents for review and publication
- preparing draft reports, briefing papers, speeches, Ministerial Correspondence for review by Executive level employees
- provide detailed technical, professional, and/or policy advice in relation to complex policy areas
- conducting research and data analysis in support of new policy and/or program design and improvement
- providing advice on specialist areas of policy and/or programs
- liaising with internal and external stakeholders, including First Nations stakeholders, representing your work area and participating in committees and forums in relation to policy development and/or programs
- assisting in strategic planning, program and project management and/or policy development for the work area.

Some roles may involve supervision responsibilities requiring setting of priorities and managing workflows of junior staff. **Duties**

The NIAA is seeking experienced, committed and highly skilled APS6 candidates with a range of skills to join our team.

Our ideal candidates will have:

- a demonstrated record of working in a culturally sensitive manner, with a commitment to furthering cultural intelligence development
- research skills, including the ability to provide advice based on evidence
- written skills and the ability to deliver briefings and papers
- interpersonal skills, including the ability to develop relationships with stakeholders
- data, analytical and research skills, including the ability to provide quality advice based on evidence
- strong organisational skills, to support delivery of outcomes on time.

APS6 Senior Policy/Senior Program Officer candidates will be required to have:

- well-developed analytical and research skills, including the ability to provide quality advice based on evidence and best practice approaches
- well-developed writing skills and the ability to deliver briefings and papers on complex issues
- excellent interpersonal skills, including the ability to develop and maintain relationships with stakeholders in the community sector, business, government and Aboriginal and Torres Strait Islander communities
- ability to identify emerging opportunities or issues and respond quickly to competing priorities
- demonstrated high level of judgement and the ability to identify, engage with and mitigate risks
- strong organisational skills, to support delivery of outcomes on time

Some roles may require familiarity and/or expertise with performance monitoring and evaluation frameworks.

A high level of cultural acumen and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islander peoples.

Qualifications or experience in the fields of Law/Legal Studies, Anthropology, Social Policy, Economics and Business, Community Development, Indigenous Governance, will be highly regarded. **Eligibility**

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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

A non-ongoing offer may result in conversion to an ongoing offer of employment however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Tabitha Herde, 02 6152 3705
Agency Recruitment Site	https://niaa.nga.net.au/?jati=D878DE1F-679D-8558-C14B-DB1EC0DBB8FA

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Prime Minister and Cabinet

Vacancy VN-0748762

National Indigenous Australians Agency

Closing Date: Sunday 13 October 2024

Country, Culture and Connection
Various Various

Job Title	Senior Policy Officer/Senior Program Officer, Country, Culture & Connection, Affirmative Measure Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - SA SA, Woden ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC
Salary	\$94,715 - \$106,438
Classification	APS Level 6
Position Number	NIAA/2024/152 (AMI)
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=C8413C7B-09E0-5D36-E656-DB1EC0F56AF0>

Are you interested in making a meaningful difference in your career?

We are seeking a number of highly motivated applicants who are passionate about the Government’s First Nations Agenda. We are seeking applicants who can respectfully engage with First Nations communities and stakeholders to achieve impactful and sustainable outcomes for First Nations People to join our Country, Culture and Connection Group.

The Country, Culture and Connection Group provides policy advice and runs programs that empower the self-determination and aspirations of First Nations communities and Traditional Owners across a broad range of areas. The Group works across a range of key policy areas including Indigenous culture and knowledges, international policy, NAIDOC Week awards and

grants, Empowered Communities, environment and water policy, Indigenous Rangers, Indigenous Protected Areas, land and Native Title, Territories Stolen Generations Redress Scheme.

Roles within the Country, Culture and Connection Group contribute to work at the heart of the Government's First Nations policy agenda and will give you the opportunity to work in partnership with First Nations people to deliver better outcomes and ensure Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered.

As a Senior Policy Officer/Senior Program Officer you will have the opportunity to influence change across government to ensure Aboriginal and Torres Strait Islander peoples have a say in the decisions that affect them. You will do this by, contributing to policy design and implementation, and will have the opportunity to work in genuine partnership with a diverse range of stakeholders across remote, regional and urban Australia, including First Nations communities, Native Title holders, First Nations service providers and peaks. You will be supported to continuously build and develop your cultural capability and awareness of unconscious bias in the workplace.

Across the various roles, you will undertake a variety of work including but not limited to:

- interpreting and drafting policy and/or program documents for review and publication
- preparing draft reports, briefing papers, speeches, Ministerial Correspondence for review by Executive level employees
- provide detailed technical, professional, and/or policy advice in relation to complex policy areas
- conducting research and data analysis in support of new policy and/or program design and improvement
- providing advice on specialist areas of policy and/or programs
- liaising with internal and external stakeholders, including First Nations stakeholders, representing your work area and participating in committees and forums in relation to policy development and/or programs
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Some roles may involve supervision responsibilities requiring setting of priorities and managing workflows of junior staff. **Duties**

The NIAA is seeking experienced, committed and highly skilled APS6 candidates with a range of skills to join our team.

Our ideal candidates will have:

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- well-developed writing skills and the ability to deliver briefings and papers on complex issues

- excellent interpersonal skills, including the ability to develop and maintain relationships with stakeholders in the community sector, business, government and Aboriginal and Torres Strait Islander communities
- ability to identify emerging opportunities or issues and respond quickly to competing priorities
- demonstrated high level of judgement and the ability to identify, engage with and mitigate risks
- strong organisational skills, to support delivery of outcomes on time

Some roles may require familiarity and/or expertise with performance monitoring and evaluation frameworks.

A high level of cultural acumen and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islander peoples.

Qualifications or experience in the fields of Law/Legal Studies, Anthropology, Social Policy, Economics and Business, Community Development, Indigenous Governance, will be highly regarded. **Eligibility**

- To be eligible for this position you must be an Australian Citizen.
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- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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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.

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

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

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To Apply

Position Contact	Tabitha Herde, 02 6152 3705
Agency Recruitment Site	https://niaa.nga.net.au/?jati=C8413C7B-09E0-5D36-E656-DB1EC0F56AF0

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Prime Minister and Cabinet

Vacancy VN-0748782

Northern Land Council

Closing Date:Wednesday 09 October 2024

Corporate Services
People & Culture Learning & Development

Job Title	Learning & Development Business partner
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$98,720 - \$98,720
Classification	
Position Number	NT94
Agency Website	www.nlc.org.au

Job Description

<https://jobs.nlc.org.au/job-details/query/learning-andamp-development-business-partner/in/australia/9396248/>

This role is responsible for the development and delivery of learning and development initiatives and solutions, to build a flexible and adaptable workforce to grow employee competency and organisational capability. This position will Partner with the business to understand its strategic and operational priorities and provide advice and support to guide key stakeholders through the efficient development and delivery of learning initiatives and tools.

Duties

- Provide advice and support toward the development of individual learning and development plans, procedures, templates and tools.

- Employ project management principles to research, design, develop, implement, deliver and evaluate innovative and cost-effective learning and development solutions to meet business needs.
- Undertake stakeholder engagement and coordinate planning, procurement and logistics for the delivery of externally delivered training.
- Ensure all training development, work activity, training evidence/ outcomes are accurately captured in the relevant systems, and generate reports as required.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

Eligibility

ESSENTIAL REQUIREMENTS

- Certificate IV in Training and Assessment or similar and / or relevant experience
- Minimum of 2 years practical experience in a workplace learning or human resources function
- Demonstrated understanding of and interest in, the lived experiences of Aboriginal people in the NLC region
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Exhibit expertise in the research, design, and delivery of tailored training programs, particularly for diverse and geographically dispersed teams, ensuring solutions align with organisational goals.
- Decision-making and organisational skills in managing end-to-end learning and development projects, coordinating logistics, stakeholder engagement, and evaluation to ensure successful outcomes.
- Demonstrates collaborative leadership in building and maintaining relationships with internal and external stakeholders to ensure alignment between learning initiatives and broader business objectives.
- Resilience and self-reliance in managing competing priorities, effectively balancing individual tasks with the needs of a small, diverse team in a dynamic environment.
- The ability to confidently and respectfully communicate with people across the organisation as well as Traditional Owners (TOs), our constituents and members of the general public.
- Stay flexible and be responsive and adaptable to change
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Tertiary or vocational qualifications in human resources, psychology, education, business or related fields.
- Experience using eLearning authoring platforms and/or Learning Management Systems

- Training and experience driving 4WD vehicles to regional and remote locations
- Current NT Ochre Card (working with Children)
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft

Notes

Whats in it for you

- A **base salary of \$98,720** per annum plus **14.5% superannuation** and **salary sacrificing** up to \$15,900 + Meal Entertainment and Holiday Accommodation benefits up to \$2,650 per year.
- Other benefits under our Enterprise Agreement include:
 - **District allowance** of up to **\$4,797** per annum for individuals with dependents and **\$2,630** without dependents.
 - **5 weeks annual leave**, leaving loading, 18 days personal leave;
 - **Paid Christmas** close down;
 - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of **\$2,961**

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and expertise you possess via the Northern Land Council website

Applications Close: Wednesday 9th October 2024

This vacancy is an Aboriginal prioritised position. Eligible Aboriginal applicants will be given priority consideration as per the special measures provision of the Anti-Discrimination Act 1992 (NT). All other applicants will only be assessed for selection if there is no suitable Aboriginal special measures applicant who accepts the vacancy

Cultural knowledge and lived experience are central to the work that we do here at NLC. The Northern Land Council (NLC) was established 50 years ago under the Aboriginal Land Rights (NT) Act in 1976, to assist Aboriginal people in the Top End of the NT to acquire and manage their traditional lands, waters and seas. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

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 Northern Land Council

To Apply

Position Contact	Anita Carver, 0889801915
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/learning-andamp-development-business-partner/in/australia/93

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748765

Australian Institute of Family Studies

Closing Date:Friday 11 October 2024

Corporate Services Executive Support

Job Title	Executive Officer to Agency Head
Job Type	Full-Time, Non-Ongoing
Location	Southbank VIC
Salary	\$90,576 - \$101,022
Classification	APS Level 6
Position Number	24-13
Agency Website	https://aifs.gov.au/

Job Description

<https://aifs.gov.au/main/work-with-us>

Stand out and make your mark in this hands-on, highly varied and proactive role where you get to provide comprehensive administrative support to the Director (Agency Head) of the Australian Institute of Family Studies. You will manage the Director's busy schedule while engaging with the Institute's senior managers and research teams. The position provides an opportunity to apply your skills, working in an agile, fast-paced environment with a range of stakeholders.

We are looking for a highly motivated and experienced individual who will be a part of a team of 3 Executive Support staff. The successful candidate will be an excellent team player who wants to work in a supportive, dynamic, challenging and fast-paced environment. You will need to think logically, be well-organised, flexible, maintain confidences and show a high level of initiative and judgement.

About us

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in the Melbourne CBD. We produce research about 'what works for families' and make it

accessible to decision makers, practitioners and the general public.

Position Requirements

The Executive Officer (EO) will provide a range of high-level executive and administrative support services to the Institute's Director and other senior executives as required to facilitate the delivery of business operations and to support achievement of organisational objectives. As the most senior role in the Executive Support team, the position will also play an important part in representing the Director's Office to the agency, including acting as a first point of contact for the Director's Office, Executive Leadership and Executive Support team.

As a representative of the Director's Office, the EO will possess excellent written and verbal communication skills and have a proven track record building and maintaining strong working relationships and rapport with both internal and external stakeholders. Additionally, the EO to the Director will assist Executive Support colleagues in managing complex workflows, providing guidance on best practices, and mentoring new Executive Assistants throughout the organisation to ensure their successful integration and development. The successful candidate will ideally have experience working within Australian Government agencies or with state and territory governments.

Duties

Under the general direction of the Director (Agency Head), the Executive Officer will provide a high level of administrative and strategic support to the Director, which includes but is not limited to:

- Manage the Director's administration requirements efficiently and discreetly including diary, call and email management, and coordination of approval processes.
- Maintain knowledge of the work programmes across the Institute, and key areas of interest across government portfolios and relevant sectors to enable the efficient identification and management of emerging opportunities or issues and ensure the Director's timely response.
- Conduct research, analysis, integration, and synthesis of information from various internal and external sources on both corporate and operational issues to deliver timely advice to the Director on complex and sensitive matters.
- Oversee the preparation of Senate Estimates briefs and responses, including managing a Government Relations inbox and working closely with the Senior Executive team and other staff to ensure legislative obligations are met.
- Preparing, contributing to and quality assuring a range of written material, including briefs, agenda papers, reports, talking points, presentations, background briefings and ministerial correspondence.
- Managing the Director's diary, including liaising with Ministers' Offices, Government and Sector Stakeholders, and other senior officials' offices, and analysing, prioritising and pro-actively responding to meeting requests and correspondence.
- Apply strong interpersonal skills and communicate with influence to build and maintain key stakeholder relationships across government and sectors relevant to the Institute's program of work and represent the office of the Director across various internal and external forums.
- Provide a secretariat function for internal and external meetings as required, including electronic and face-to-face meeting setup, drafting and collating agendas and papers, taking minutes and facilitating actions.
- Maintain accurate records of all Executive documentation in line with AIFS business classifications and file structures.
- Develop appropriate systems, procedures and controls to enhance the accuracy, timeliness and presentation of workflow and tasks within the Executive Leadership Group, with an aim for continuous improvement.
- Ensure AIFS procurement and governance processes are followed, including corporate credit card reconciliations and payment of accounts for Executive.
- Provide travel services including planning, bookings, travel allowance payments, lounge memberships and advice.
- Coordinate office and administrative operations in conjunction with Executive Support staff.
- Additional duties as required which may include projects and providing assistance to the Institute's corporate and research functions.

Key

Selection

Criteria

- Professional expertise
- Understanding our organisation
- Delivering on objectives and achieving results
- Relationships and interpersonal skills
- Communication
- Leadership and management
- Values

For a comprehensive overview of the selection criteria, please see the Position Description for more information.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+, and people with parenting and/or caring responsibilities.

Terms

The Executive Officer role will be offered as a 12-month non-ongoing full-time position at the APS 6 level, with a salary of between \$90,576 to \$101,022, depending on the skills and experience of the successful applicant, plus 15.4% superannuation.

Application information

For how to apply and to download a Position Description, visit: [Work with us | Australian Institute of Family Studies \(aifs.gov.au\)](#)

Please complete the [application form](#) where you will need to attach your resume and cover letter (maximum 2 pages) addressing the selection criteria.

Applications for this position close at **11.59 PM on 11 October 2024**.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03 92147888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748810

Services Australia

Closing Date:Thursday 10 October 2024

Infrastructure and Operations
Core Infrastructure Mainframe Platforms

Job Title	Mainframe Systems Programmer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1825
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

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 Australians 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.

Services Australia hosts the largest Mainframe environment in Australia, hosting national critical applications supporting government services for social security and health. For this role we are seeking an expert in Mainframe Systems Programming.

As a Mainframe Systems Programmer, you'll be responsible for the ongoing support and stability of the Mainframe platform while delivering a mix of technology projects and business as usual functions, such as implementing new functions and features, upgrade/maintenance of operating systems, system software and hardware, troubleshooting problems and performance issues.

You'll use your experience in large complex enterprise IT environments to implement innovative solutions working across infrastructure and application development teams to ensure solutions meet the availability and resilient standards of the mainframe.

Duties

- Providing expert advice and direction on the implementation of technical projects and business as usual functions.

- Scheduling and managing the deployment of software/hardware upgrades and maintenance across the Mainframe platform.
- Investigating and resolving problems/incidents within the Mainframe environment, providing advice to other investigating teams where necessary.
- Developing capability within the Mainframe team through coaching, mentoring and succession planning to increase performance, engagement and retention of staff.
- Reviewing and optimising existing processes with a view to automate tasks using capabilities such as z/OSMF and Ansible, as much as reasonably possible.
- Ensuring the mainframe is a stable and highly available foundation of our national critical applications.
- Ensuring appropriate backup processes are in place to support recovery of systems.
- Taking the lead on multiple products within the Mainframe Platform to ensure we have a plan to stay current and are capitalising on newly released features.

Eligibility

Security Clearance level required: Negative Vetting Level 1 or ability to obtain and maintain.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Peter Cottrell, Email
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Social Services

Vacancy VN-0748215

National Disability Insurance Agency

Closing Date: Sunday 13 October 2024

People Strategy Division
People Strategy and Workforce Planning CHIEF OPERATING OFFICER
GROUP

Job Title	EL1 Assistant Director (People Strategy & Workforce Planning Opportunities)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Deakin ACT, Hobart TAS, Surry Hills NSW, Brisbane QLD, Adelaide SA, Darwin NT, Perth WA
Salary	\$116,118 - \$127,090
Classification	Executive Level 1
Position Number	1466_07/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Are you enthusiastic about leading a highly skilled and diverse team? We have multiple leadership opportunities available in the People Strategy and Workforce Planning Branch.

The Chief People Strategy Officer Division is responsible for people strategies that enhance employee experience and outcomes for participants, families and community, by using real time data insights to apply person centred and evidence-based methods. Strategies will be informed using strong codesign and engagement principles, both internally and externally, and all initiatives will help embed the practice of stewardship across the Agency and APS.

This role will draw on candidates' passion for continuous improvement and collaboration as well as co-design & strategic thinking skills to focus on strategies to support people to bring their best selves to ready the workforce to support participants and the scheme.

Our ideal candidates will bring a high level of knowledge in improvement science methodology and people strategy and culture.

The successful candidate will have prior leadership experience leading a team to achieve Agency goals and objectives. You will be an influential leader who supports and inspires their team.

Duties

Where you can add value

Innovation and Improvement

- Leading and developing strategic improvement process design and development.
- Coordinating responses regarding issues of strategic risk and significance.
- Identifying opportunities for continuous improvement and increasing efficiencies using quantitative and qualitative analysis.
- Providing technical support to support resolving business specific issues

Strategy Design & Implementation

- Supporting and developing structured insights, identifying priorities, defining scope and providing recommendations for strategic projects.
- Developing and interpreting policy and strategy while maintaining an understanding and consideration of sensitive organisational and political issues
- Contributing and creating materials for senior internal and external stakeholders, including the Minister, Board and Executive Leadership Team to communicate perspectives, recommendations and implications for the Agency.
- Engaging with a range of key stakeholders, ensuring that policy and strategy development is contemporary, relevant and evidence informed.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Nick Coxon, 0457276020
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0748222

National Disability Insurance Agency

Closing Date:Sunday 13 October 2024

People Culture and Wellbeing Division
People Strategy and Workforce Planning

Job Title	APS6 Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Hobart TAS, Deakin ACT, Surry Hills NSW, Brisbane QLD, Adelaide SA, Darwin NT, Perth WA
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	1469_07/24_EXT
Agency Website	https://www.ndis.gov.au

New roles await

The People Strategy and Workforce Planning Branch has multiple opportunities available for passionate and motivated ASP6 Project Officers to join our team.

Part of the People Culture and Wellbeing Division the branch is responsible for people strategies that enhance employee experience and outcomes for participants, families and community, by using real time data insights to apply person centred and evidence-based methods. Strategies will be informed using strong codesign and engagement principles, both internally and externally, and all initiatives will help embed the practice of stewardship across the Agency and APS.

This role will draw on candidates' passion for stakeholder engagement as well as co-design & collaboration skills to focus on strategies to support people to bring their best selves to ready the workforce to support participants and the scheme.

The successful candidate will be a highly motivated professional with project management experience to support the People Strategy and Workforce Planning Branch. Bring a spark of innovation to our team with a desire to achieve people strategy initiatives to drive the agencies objectives and growing workforce.

Duties

Where you can add value

In this role, you will play a pivotal part in the team providing support to work in a dynamic and fast-paced environment. You will be responsible for maintaining positive key stakeholder relationships and be able to engage with various stakeholders utilising your expertise communication and engagement skills. You will be able to monitor and identify areas for capacity building activities and training for staff.

Responsibilities of the role include but are not limited to:

- Developing and managing project plans and schedules in accordance with the Agency's project management framework.
- Providing specialist advice and technical expertise to staff and stakeholders.
- Performing independent research work and analysis including the preparation of draft reports on relevant project activities.
- Coordinating regular project reporting including status updates and exception reports.
- Preparing draft written material including business cases, plans, executive briefs, and corporate documentation.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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To Apply

Position Contact	Nick Coxon, 0457 276 020
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0748724

Job Title	APS5 Office of the Participant Advocate Opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	1857_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://ndiajobs.nga.net.au/?jati=863CA311-AC85-23E7-E0C7-DB1EBD3C3A1C>

A new role awaits

We are looking for highly motivated professionals to join the NDIA's Office of the Participant Advocate as APS5 Engagement Support Officers and APS5 Program Support Officers. This is a fantastic opportunity to leverage your professional experience and make a real impact in the lives of people with disability.

The Office of the Participant Advocate (OPA) plays a critical role in ensuring participants are at the core of everything the NDIA does, and that participants are empowered and heard in the design and delivery of the Scheme.

OPA works collaboratively across the NDIA to help ensure the participant voice is amplified and heard to create a participant centric Scheme. It coordinates participant engagement by connecting business areas to the participants to hear their voice and understand their experience.

This role can be flexible with a variety of work from home and flexible work hours available to the successful applicants. The NDIA prides itself on being a flexible, dynamic, and adaptive work environment responding proactively to change and continuously improving the way we work.

Our ideal candidates will bring a spark of innovation to our team, coupled with a keen desire to learn. You will be organised, proactive, and able to exceed in a fast-paced work environment. A high attention to detail and the ability to make decisions whilst working independently and proactively are pivotal to be successful in this role. You will have excellent communication and interpersonal skills to develop and maintain meaningful stakeholder relationships and commitment to service and delivering quality work.

The roles can be a challenging and rewarding, you will be organised, proactive, and able to handle a fast-paced work environment with competing priorities.

Working at the NDIA, it is essential you have a positive contemporary attitude to people with disability along with a high level of understanding and knowledge of disability and its impact on individuals.

For more information about the NDIS including our values, capabilities and behaviours, along with our application process, please refer to our website.

Duties

APS5 Engagement Support Officer

The APS5 Engagement Support Officer is responsible for assisting and undertaking activities that support the NDIA Participant Reference Group, a key participant focussed body which provides advice to Agency business areas and policy teams on Scheme design and policy. You will have the opportunity to work on a diverse range of tasks that support the NDIA to be an accessible and inclusive employer, duties include but are not limited to:

- Assisting and supporting the activities and administration of the Participant First Initiative, a network of more than 5,500 people, including participants, carers and supporters, who have indicated interest in engaging with the NDIA on Scheme policy and design.
- Assisting in the planning and deployment of branch engagement activities, communicating and educating internal and external stakeholders on program vision and deliverables.

- Attending and co-facilitating engagement meetings, reference groups and other consultations and assisting in documentation and write ups.
- Liaising with relevant business areas, determining their participant engagement needs and supporting the development of engagement plans.

APS5 Program Support Officer

The APS5 Program Support Officer is responsible for managing the administrative functions of the team and assisting in the planning and deployment of branch activities and engagement meetings. You will have the opportunity to work on a diverse range of tasks that support the NDIA to be an accessible and inclusive employer, duties include but are not limited to:

- Booking and travel arrangements.
- Maintaining register of membership.
- Developing the regular newsletter, surveys and communication materials.
- Championing accessibility requirements and influencing the implementation of initiatives.
- Providing secretariat needs of reference groups and for the branch.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

We intend to fill these roles in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

While these roles are ideally performed from Geelong - VIC, remote working arrangements may be considered.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Nina Bendon, 03 5223 0540
Agency Recruitment Site	https://ndiajobs.nga.net.au/?jati=863CA311-AC85-23E7-E0C7-DB1EBD3C3A1C

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Social Services

Vacancy VN-0748725

National Disability Insurance Agency

Closing Date:Thursday 10 October 2024

Strategic Communications Division
MEDIA BRANCH

Job Title	EL2 Director Media
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Chatswood NSW, Brisbane QLD, Adelaide SA, Geelong VIC, Richmond VIC
Salary	\$136,863 - \$155,386
Classification	Executive Level 2
Position Number	1637_08/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://ndiajobs.nga.net.au/?jati=50B32A15-EE33-EC92-2B22-DB1EBD826094>

A new role awaits

Are you enthusiastic about leading a highly skilled and diverse team, where individuals have the opportunity to learn and develop to deliver excellent results? We have an exciting leadership opportunity available in the Media Branch as a EL2 Director Media.

The Media Branch is part of the Strategic Communications Division. The branch is responsible for engaging with the community through media, social media, digital media and events.

The Media team builds and protects the NDIA’s reputation with key stakeholders, including the Minister’s office, by managing media relationships, responding to media enquiries and proactively promoting the success of the NDIS through key announcements, media spokesperson activity, individual stories of NDIS participants and Scheme outcomes.

Our ideal candidate has extensive media experience with analytical thinking and problem-solving being some of their key skills. You will have demonstrated leadership experience and skills with an innovative approach that will inspire their team members to strive for the best outcomes. We are looking for individuals who will be organised, proactive, and able to handle a fast-paced work environment. You will have excellent communication and writing skills, the ability to work independently, and a passion for delivering high-quality work. Demonstrated experience in building and maintaining meaningful relationships with external and internal stakeholders at all levels to drive positive business outcomes is pivotal to be successful in this role.

In line with NDIA’s values and mission, all applicants must have a positive and contemporary attitude towards people with disabilities and a comprehensive understanding and knowledge of disability and its impact on individuals.

Duties

The EL2 Director Media is responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders. Where required, you will represent and negotiate on behalf of the NDIA to advance the NDIA’s interests in cross-agency, inter-jurisdictional and other forums. You will have the opportunity to work on a diverse range of tasks, including, but not limited to:

- Working across the Communications and Engagement Division and NDIA business areas, identifying reputational risk and develop communication strategies that manage critical risks.
- Identifying opportunities for developing tactical media, proactive media and public affairs strategies in support of NDIA’s policies, programs and objectives and monitoring public debate on disability issues.
- Providing advice and problem solving for complex and issues-based media management and supporting the media team with navigating and responding appropriately.
- Providing guidance in media opportunities that elevate and maintain the Agency’s profile and developing a program of recurring public relations thought leadership campaigns.
- Delivering a high-quality service for the Minister’s Office and supporting the requirements of the Agency and government.
- Ensuring media operations are in place for supporting the 24-hour media cycle.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from NSW - Chatswood, VIC - Geelong, VIC - Richmond, QLD - Brisbane, SA - Adelaide, remote working arrangements may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within 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>

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To Apply

Position Contact	Tayla Hughes, 0437 885 990
Agency Recruitment Site	https://ndiajobs.nga.net.au/?jati=50B32A15-EE33-EC92-2B22-DB1EBD826094

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Social Services

Vacancy VN-0748740

National Disability Insurance Agency

Closing Date:Thursday 10 October 2024

CHIEF INFORMATION OFFICER DIVISION
AGENCY ICT SERVICES ICT SUPPORT

Job Title	APS4 Major Incident Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Geelong VIC, Midland WA, Richmond VIC
Salary	\$73,928 - \$82,056
Classification	APS Level 4
Position Number	1845_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://ndiajobs.nga.net.au/?jati=29BDC54F-C177-1423-924B-DB1EBF333B12>

A new role awaits

Seeking a challenging and rewarding career opportunity in the NDIAs ICT Services Branch? The NDIA is currently recruiting a dynamic and driven individual to fill a Major Incident Administrator position at the APS4 level.

The ICT Services Branch is responsible for supporting all ICT systems and infrastructure excluding the primary business applications such as SAP CRM and Salesforce CRM. The branch provides support and ICT services to Agency Staff and Partners. This includes the design, build, and maintenance of ICT applications, infrastructure, and hardware. The branch manages the relationship with Services Australia and other external ICT service providers within the agreed service levels, transitioning and managing new ICT services that are not supported by Services Australia and improving ICT services to meet business requirements.

Our ideal candidate will bring a spark of innovation to our team, coupled with a keen desire to learn. You will be organised, proactive, and able to exceed in a fast-paced work environment with competing priorities. A high attention to detail, ability to manage confidential information and a commitment to achieving positive business outcomes are pivotal to be successful in this role. You will be highly motivated, possess strong communication and collaboration skills, and be able to provide advice on moderately complex matters to both internal and external stakeholders.

In line with NDIAs values and mission, all applicants should have a positive and contemporary attitude towards people with disabilities and a comprehensive understanding and knowledge of disability and its impact on individuals.

For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to our website.

Duties

The APS4 Major Incident Administrator is responsible to assist with Major Incidents from identification through to resolution including conducting post incident activities.

You will have the opportunity to work on a diverse range of tasks, including, but not limited to:

- Attend the PMIRF working group and document actions being tracked and completed in response to Major Incidents.
- Contribute to associated reporting including Major Incident Briefs, Post Major Incident Review reports and other reporting requirements.
- Communicate effectively to a variety of stakeholders with differing levels of ICT knowledge.
- Have the ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards.
- Manage confidential and sensitive information.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from ACT - Deakin, NSW - Surry Hills, NT - Darwin, QLD - Brisbane, SA - Adelaide, TAS - Hobart, VIC - Geelong, VIC - Richmond, or WA - Midland, remote working arrangements may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within 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>

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To Apply

Position Contact	Eliza Koodrin, 0419 734 992
Agency Recruitment Site	https://ndiajobs.nga.net.au/?jati=29BDC54F-C177-1423-924B-DB1EBF333B12

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National Disability Insurance Agency

Closing Date:Thursday 10 October 2024

CHIEF FINANCIAL OFFICER DIVISION
AGENCY BUDGET AND FINANCIAL CONTROL BCH

Job Title	NDIA APS5 Finance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Richmond VIC, Geelong VIC
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	1735_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description <https://ndiajobs.nga.net.au/?jati=CF6368DD-9B8D-6CAF-C189-DB1EFC76B318>

A new role awaits

Are you looking for a challenging and exciting change?

The Agency Budget and Financial Control Branch within the Chief Financial Officer (CFO) Division is looking for a suitable candidate to fill an APS5 Finance role.

The Agency Budget and Financial ControlBranch delivers strategic financial advice and valued financial management services throughout the Agency.It is responsible for the financial management of the Agency and Scheme and provides insightful financial reporting to support decision making. Key accountabilities of the Branch include producing audited annual financial statements, the Annual Report, budgets, monthly financial reports and forecasts.

You will have a keen eye for detail and great written and verbal communication skills. The successful candidate will be able to work independently in a fast-paced environment and has highly developed stakeholder engagement skills. Within our team we are looking for team players with the ability to manage confidential and sensitive information. You will be flexible and able to adapt to a changing environment while maintaining high levels of integrity and professionalism to support our values and mission. A contemporary attitude to disability will set you in good stead.

Duties

Every day in the Agency will be more exciting and eventful than the previous day. In this APS5 Finance role, you will be performing integrity of data and reconciliation of major supplier invoices and validating supplier invoice information against in-house records.

Your responsibilities will include but not limited to:

- Processing supplier invoices on purchase orders, liaising and managing dispute charges, obtaining credit notes from suppliers and preparing supplier statement reconciliations.
- Assisting with asset management, costing proposals and initiatives as required.
- Drafting a range of written material including business cases, reports, executive briefs and corporate documentation.
- Establishing, managing and providing financial management advice to internal and external stakeholders to improve the financial management and operations in the Agency.
- Additional roles and duties relevant to the individual roles will also be required.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from Geelong or Richmond, Victoria, remote working arrangements may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Amanda Phillips, 03 8416 1767
Agency Recruitment Site	https://ndiajobs.nga.net.au/?jati=CF6368DD-9B8D-6CAF-C189-DB1EFC76B318

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Parliamentary Department

Vacancy VN-0748677

Department of Parliamentary Services

Closing Date:Friday 18 October 2024

Parliamentary Librarian
Library Collections and Systems Library Collections

Job Title	Assistant Director, Electronic Resources
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR32468
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Assistant Director, Electronic Resources within the Parliamentary Library. The Parliamentary Library provides high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. This position sits within the Library Collections and Systems Branch, which develops and maintains the information resources that support the research needs of our researchers, and delivers news content for the current awareness of our parliamentary clients.

The Assistant Director, Electronic Resources will aid this work by overseeing the day-to-day maintenance of electronic resources and discovery platforms to ensure continuous access and up-to-date content, including managing the Electronic Resources and Cataloguing teams. They will support the full life cycle of electronic resources, provide knowledgeable advice in the review of licences, and ensure procured products are reliably discoverable. They will also build relationships in the Library to maintain an ongoing awareness of emerging needs and opportunities related to electronic resources.

The Electronic Resources team is also responsible for assisting clients with accessing and troubleshooting the Library's news services accounts.

Our ideal candidate will have:

- Experience with electronic resource management
- An ability to communicate effectively and cultivate a service focused team
- A working knowledge of discovery systems and authentication solutions
- A drive to proactively solve problems and engage positively with change
- An understanding of current affairs and politics

Duties

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

Eligibility

- Tertiary qualifications in librarianship and/or information studies recognised by the Australian Library and Information Association.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

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

To Apply

Position Contact	Robin Bell, (02) 6277 2648
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0748730

Job Title	Innovation Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Cairns QLD, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$110,115 - \$120,760
Classification	Executive Level 1
Position Number	60018674
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=8FD2F677-E462-9EB1-1C8F-DB1EBE7F3395>

Duties

The Energy and Resources Innovation Lead, under the direction of the Service Delivery Manager, and as part of the broader Energy and Resources team, is responsible for:

- Building, developing and prototyping solutions steered by customer and operational requirements, to enhance E&R service delivery, quality and efficiency.
- Collaborating and consulting with customer and operational teams in E&R to identify and implement innovations.
- Spearhead a pipeline of innovative service improvements, and maintain awareness of the latest science through a close working relationship with the wider parts of the Bureau.

The role requires technical expertise, a deep understanding of energy and resources customer requirements, and experience developing innovative solutions for Energy and Resources customers. By working closely with the wider Energy and Resources team, the Innovation Lead will use their technical skills, supported by colleagues in the Science and Innovation Group, to undertake service development and enhancements to the Bureau's offering for the customers and sector at-large.

A solid understanding of meteorology, oceanography, climatology or hydrology as well as scientific programming and software development is essential to be successful in this role. Specifically, technical skills in areas such as data analysis, data visualisation and statistical analysis with weather, climate, hydrological and oceanographic datasets. Skills and experience with data science techniques in the application of machine learning is also highly regarded. A good candidate will have in depth knowledge of critical weather parameters for energy, resources and telecommunication customers. The ideal candidate will have qualifications in a scientific discipline such as meteorology, climatology and oceanography, and will have or will be working to achieve them in data science/analysis. A candidate with experience in software development in a Linux environment and programming with Python will be highly regarded.

This role is a new part of the Service Delivery capability within the Energy and Resources team. This capability may be multi-disciplined and will involve working with colleagues across several programs of the Bureau, including managing technical input from areas such as research and operational forecasting. The role will also be required to provide technical input for customer

teams in development of proposals, identification of technical solutions for customers, and may be required to work collaboratively with customers to discuss service improvements and develop pilot projects.

The ideal candidate will be passionate about service delivery and strive to deliver an excellent experience for customers, through the innovative application of data analytics and scientific techniques. The role will also be required to translate the latest scientific advancements into customer focused services. This position would suit an applicant with strong technical and good communication skills, who has a high degree of initiative and ability to self-manage. **Eligibility**

The successful applicant may be required to obtain and maintain a Negative Vetting 1 security clearance.

Notes

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

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	Leo Peach, Service Delivery Manager, 07 3239 8616
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=8FD2F677-E462-9EB1-1C8F-DB1EBE7F3395

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Comcare

Closing Date: Sunday 13 October 2024

Regulatory Operations Group
Regulatory Performance Team

Job Title	Director, Regulatory Performance
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Canberra ACT, Newcastle NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA
Salary	\$149,044 - \$169,128
Classification	Executive Level 2
Position Number	00677
Agency Website	

Job Description

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

The Regulatory Operations Group (ROG) 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 an integrated program of continuous improvement and compliance activities to target issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers.

The Regulatory Performance team supports the Regulatory Operations Group (ROG) and is responsible for conducting internal reviews and assurance activities, strategic and operational planning and reporting activities, maintaining an informative and effective Group intranet (ROG HUB) site, providing oversight and reporting on ROG budgeting and staffing matters, managing Comcare's regulatory case management system, the delivery of ROG workforce planning, operational design and business improvement activities and the enhancement of ROG's capability through the management of key projects and staff development activities.

Duties

Working closely with the Senior Director National Programs and Enabling Teams, Regulatory Operations Group Directors, colleagues and key stakeholders, the Director supports and enables the delivery of regulatory activities across the group by:

- Providing strategic leadership and promoting national consistency across activity development and delivery
- Promoting innovation and continuous improvement in work health and safety regulatory best practice
- Designing, initiating, implementing and evaluating complex regulatory and business improvement programs and projects
- Developing, monitoring and reporting on group budgets and strategic and operational plans
- Preparing advice and briefs for the Executive and external stakeholders
- Providing expert advice on policy, legislation, systems and processes, and
- Developing staff and evaluating individual and team performance.

Primary Responsibilities

1. Coordinate budgets and manage finances, contracts, procurement, workforce planning and expenditure within the Regulatory Operations Group.
2. Coordinate ROG's development and implementation of strategic and operational business planning.
3. Implement, manage and evaluate complex regulatory and business improvement programs, projects and initiatives with a focus on achieving outcomes and leading continuous improvement and change.
4. Ensure national consistency in regulatory operational delivery across regions through robust policies and procedures, capability building and assurance activities and promote the value of good governance in a regulatory environment.
5. Establish and maintain key strategic internal and external stakeholder relationships through periods of change, resolving conflicts and managing sensitivities.
6. Coordinate accurate data provision into the cost recovery framework and develop appropriate cost recovery methodology.
7. Manage risk assessment and risk management activities for projects and programs and support the continuous improvement of the risk management framework at the group and corporate level.
8. Manage and maintain a Regulatory Case Management System and associated policies and procedures.
9. Manage and maintain the Regulatory Operations Group's intranet site.
10. Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
11. Lead and manage staff in activities including developing, coaching and mentoring staff, and building commitment to shared goals.
12. Represent and negotiate on behalf of the Regulatory Operations Group in cross-agency forums, meetings and events
13. Utilise the outcomes of internal reviews and audit findings to improve operational standards related to advice, policy, procedures and guidelines.

Eligibility

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Negative Vetting 1 Security Clearance.
6. Specific Conditions: Ability to travel including overnight when 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>

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-0748715

Department of Employment and Workplace Relations
(DEWR)

Closing Date: Sunday 20 October 2024

Careers, International, Defence and Assessment
International Policy and Defence International Policy

Job Title	International Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$98,105 - \$133,328
Classification	APS Level 6;Executive Level 1
Position Number	24/2532
Agency Website	https://www.dewr.gov.au/

Job Description

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

International VET Policy Team

The International VET Policy Team manages delivery of the Department’s international policy responsibilities for vocational education and training. The team leads the development and implementation of international skills partnerships and provides policy input and advice on the skills aspects of international programs, economic and education strategies, and free trade agreements. The team will also explore the viability of international apprenticeships and assist in the development of a scoping study, consultations, and the design of a limited trial. The work would lay the foundation for a comeback in the Budget 2025-26 context for proceeding with a program, with subsequent comebacks in the following budget cycles following an evaluation of the effectiveness of potential trial/s.

International Support and Assurance Team:

The International Support and Assurance Team has oversight of 39 assessing authorities approved by the Government to conduct assessments which ensure a potential migrant's skills meet the industry standards required to work in a relevant occupation. The team also provides policy management of the Parts 3 and 3A of the Mutual Recognition Act 1992, and Part 3 of the Trans-Tasman Mutual Recognition Act 1997. The team provides support for the Skills and Training Minister international travel and engagement, and broadly engages with other stakeholders relevant to international skills.

Duties

These will be busy, fast-paced, and varied roles that would suit highly motivated and organised individuals with an interest in Australia's international relations. We are seeking individuals who take initiative, enjoy working collaboratively, and is comfortable engaging with a wide range of stakeholders.

In this role you will build strong stakeholder relationships and use your excellent interpersonal, analytical and diplomatic skills to lead work to influence strategic and international policy through a range of Commonwealth, national and international dialogues, working groups, and initiatives.

EL1– provide expertise, manage, lead and oversee

APS6 – under limited supervision, facilitate, contribute, assist and support

The roles will involve:

- Engaging and collaborating with a range of key internal and external stakeholders and networks across DEWR, other Commonwealth agencies, State and Territory governments, assessing authorities, regulatory bodies, and the VET sector to leverage Australia's international engagement on VET to support strategic skills and foreign policy objectives, including to scope and identify opportunities for the viability of international apprentices.
- Developing briefs, policy papers, discussion papers, planning artifacts, policy proposals and costing options, presentation materials and correspondence and undertaking research and analysis.
- Review existing data, programs and policies and linkages with other agency/government agendas. Commissioning additional data, research and analysis to address any gaps to develop a complete picture of the workforce requirements and training pathways.
- Providing high level coordination and administrative support to facilitate visits, meetings and delegations both in Australia and overseas.
- Supporting the Minister's international engagement, including international travel and briefings.
- Supporting development of the team's strategic priorities, outcomes and workplans.
- Identifying, developing and implementing activities to support international policy objectives.
- Identifying opportunities and risks related to international engagement and collaboration on VET.

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 minimum Baseline security clearance with some roles requiring a clearance of Negative Vetting 1**.

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

Notes

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

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

To Apply

Position Contact	CIDA Executive, 0499 738 770
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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