



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS39 Daily Gazette Tuesday - 30 September
2025.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS39 Weekly Gazette Thursday - 02 October 2025.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>

The date of publication of this Gazette is PS39 Daily Gazette Tuesday - 30 September 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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Vacancies

Vacancy VN-0763383

Australian Government Solicitor

Closing Date: Tuesday 14 October 2025

Australian Government Solicitor
Office of General Counsel

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

Job Description

<http://www.ag.s.gov.au/employment/current-vacancies.html>

Duties

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

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

About us

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

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

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

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

About the roles

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

In these roles you will:

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

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

About you

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

The successful candidates will ideally have:

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

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

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

To apply

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

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

Further enquiries

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

Eligibility

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

Notes

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

About the Australian Government Solicitor

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

To Apply

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

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Vacancy VN-0763515

Australian Sports Commission

Closing Date:Monday 13 October 2025

Technology
Transition Services

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

Duties

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

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

Are you up for the challenge?

About the team –

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

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

About the role –

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

The role will manage the configuration management lifecycle, including

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

This involves documenting, tracking, and controlling configurations (and configuration items) to maintain reliability and to prevent issues caused by undocumented changes through the transition

of new technology projects and/or enhancements and/or fixes of existing services or service elements into service operation.

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

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

About you –

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

The following skills are essential for the successful candidate:

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

The following skills are desirable for the successful candidate:

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

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

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

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

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

or

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

Eligibility

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

Notes

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

About the Australian Sports Commission

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

To Apply

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

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Vacancy VN-0763489

Department of the House of Representatives

Closing Date: Tuesday 14 October 2025

Clerk's Office Payroll and Reporting

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

Job Description

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

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

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

About the role

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

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

Duties

The Executive Assistant will:

1. Provide comprehensive executive and administrative support to the Clerk and Deputy Clerk of the House, including:
 - coordinating responses to queries and requests to the Clerk or the Deputy Clerk;
 - liaising with all work areas of the department;
 - undertaking initial drafts of routine briefing material and correspondence;
 - managing the smooth workflow of administrative processes; and
 - undertaking clerical and related tasks.
2. Provide administrative support to the Clerk and Deputy Clerk of the House in procedural matters, including:
 - processing of bills, amendments and procedural motions, with the guidance of the Director Executive Support;
 - processing 'Matters of Public Importance' topics and arranging transmittal to the Speaker of the House; and
 - in cooperation with other work areas, ensuring bills and associated material are presented to the Clerk of the House for signature.
3. Support a range of activities that take place under the auspices of the Clerk's Office, including:
 - preparing a draft roster for Clerks-at-the-Table in the House and Federation Chamber and managing alterations;
 - providing administrative support for seminars and other programs for Members and their staff; and
 - coordinating the publication of House Update for Members.
4. Assist the Registrar of Members' Interests with maintaining the Register of Members' Interests, the Register of Members' Qualifications and the Members' Training Program Register.

Eligibility

Selection Criteria

The successful candidate will demonstrate:

1. ability to provide high level administrative support services
2. proven personal qualities of tact, discretion and judgment
3. proven ability to effectively coordinate and prioritise tasks as an agent for a senior manager
4. good oral and written communication skills and the ability to work with minimal direction and harmoniously with staff at all levels

5. broad understanding of the functions and work of the Parliament, or the ability to acquire such knowledge quickly
6. proven established administrative skills and the ability to use a wide range of ICT applications.

Notes

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

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

Further information about the department is available on the [DHR website](#).

About the Department of the House of Representatives

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

To Apply

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

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Vacancy VN-0763500

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

Job Description

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

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

Duties

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

Eligibility

Applicants **must**:

1. be an Australian citizen at time of applying for position,

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

Notes

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

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

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

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Vacancy VN-0763511

Job Title	Visitor Experience Assistant
Job Type	Casual, Non-Ongoing
Location	Parkes ACT
Salary	\$62,299 - \$67,401
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site;
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://www.portrait.gov.au/

Job Description

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

The role of Visitor Experience Assistant is part of our Visitor Experience team, which plays a crucial role in creating unforgettable moments, connecting visitors to the collection and acting as a meaning maker for our visitors through interpretations of art. Situated in the Access and Learning section, it is responsible for being the welcoming face that sets the tone for an enriching visit to the Gallery.

The role involves performing with warmth and professionalism and ensuring each visitor receives genuine hospitality and appreciation. It is responsible for designing and delivering guided tours through our gallery spaces, facilitating exploration of key attractions, and answering queries. In addition, the role will assist with ticket/product sales via EFTPOS and ticketing scanning for temporary exhibitions.

Our ideal candidate has excellent interpersonal, written and verbal communication skills. While prior customer service experience in a public-facing role would be advantageous, comprehensive training will be provided. Experience in delivering tours or having a passion for art and Australian history are all desirable attributes that would further enhance your candidacy.

Duties

Specific Tasks

- **Welcome and Orient Visitors:** Greet visitors upon their arrival and provide orientation to the facilities. Foster a positive and welcoming environment for all internal and external stakeholders.
- **Administrative Functions:** Maintain administrative tasks related to front-of-house operations, including point-of-sale transactions, reception duties and ensuring gallery maintenance and security procedures are followed.
- **Deliver Digital Experiences:** Demonstrate an introduction to self-guided school groups and host the Headhunt program, a tablet-based educational app designed for school groups; as well as facilitate the Mission to Mars program, a digital interactive experience for both school groups and corporate event participants.
- **Conduct Tours:** Deliver guided tours to diverse audiences, providing insights into featured artworks and engaging visitors in meaningful discussions.
- **Support Public Programs:** Assist in setting up and delivering public programs.
- **Support for After-Hours Events:** Offer assistance occasionally during internal and corporate events held outside regular operating hours, ensuring the success of these events and the satisfaction of attendees.
- **Object Movement Assistance:** Assist with the movement of various objects within the Gallery, including art materials, bollards, easels, chairs, stools, portable tables, and display furniture modules, as needed to support exhibitions and events.

Eligibility

Additional Note

- This position is required to stand for long periods in public areas and flexibility in working hours, including evenings, weekends, and public holidays, to accommodate the Gallery's operating schedule and event calendar.
- Availability between the Christmas and New Year period is highly desirable.
- To be eligible for this role, you **must**
 - o Hold Australian Citizenship,
 - o Satisfy a police check, and
 - o Hold a Working with Vulnerable People (ACT) (or the ability to obtain and maintain).

Desirable if you hold a valid First Aid certificate.

Notes

- In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.
- Email your application, a current CV and the [application coversheet](#) to hrservices@npg.gov.au by the deadline listed below.

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Marina Neilson, 02 6102 7178
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Education

Vacancy VN-0763518

Tertiary Education Quality and Standards Agency

Closing Date: Sunday 12 October 2025

Corporate Risk and Quality Assurance Legal Risk and Quality Assurance

Job Title	Senior Risk and Assurance Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Hobart TAS, Perth WA, Darwin NT, Adelaide SA
Salary	\$98,062 - \$107,835
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	This role can be done remotely (for interstate-based staff); hybrid and flexible work options available
Classification	APS Level 6
Position Number	TBA
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

The **Senior Risk and Assurance Officer** works within a team environment reporting directly to the Assistant Director-Corporate Risk & Quality Assurance and is responsible for maintaining and facilitating the implementation and continuous improvement of TEQSA's governance, enterprise risk, and protective security frameworks. The Senior Risk and Assurance Officer is responsible for the day-to-day management of processes that relate to performance reporting and monitoring, protective security requirements, enterprise risk management, and internal quality assurance in line with the Commonwealth Risk Management Policy, the Commonwealth Performance Framework, the Protective Security Policy Framework (PSPF), and the Public Governance, Performance and Accountability (PGPA) Act.

Duties

As **Senior Risk and Assurance Officer**, reporting into the Assistant Director-Corporate Risk & Quality Assurance, you will be responsible and accountable for:

Supporting the agency's performance and governance processes through -

1. Assisting in the implementation of the Policy Framework including administration of TEQBis (TEQSA's business information system) and providing guidance to document/process owners in the review of policies and procedures

2. Assisting the Assistant Director, CRQA in the implementation and improvement of the Agency Planning Procedure and facilitating/monitoring the development of annual group business plans and reports on performance against those plans
3. Implementation and continuous improvement of the Performance Reporting Procedure which includes: coordinating the timely provision and the subsequent verification of performance measures data, analysis and evidentiary artefacts for inclusion in the portfolio budget statements (expected performance results) and the annual report (annual performance statements); preparing briefs, talking points, reports and other written submissions for submission to TEQSA management, the Audit and Risk Committee, the Accountable Authority, the Office of the Minister for Education, and Senate Estimates as required
4. Collaboration with various groups/teams across the agency to continuously improve tools and processes for monitoring and reporting business-as-usual performance measures and special/strategic projects deliverables
5. Management of the Planning and Performance SharePoint sites - ensuring records are current and complete.
6. Development and delivery of training that focuses performance reporting/monitoring, group business planning, and risk management

Supporting the agency's enterprise risk management and protective security processes which includes -

1. Supporting the AD CRQA and the Chief Risk Officer in the ongoing review of the Enterprise Risk register and the Security Risk Register (SRR with the risk owners and in line with the PSPF requirements, Commonwealth Risk Management Policy, and the agency's Risk Management Framework)
2. Assisting the AD, CRQA in the implementation and improvement of the Business Continuity Plan including organising the annual business continuity exercises
3. Maintaining the Enterprise-wide Assurance Map which includes conducting validation activities to confirm appropriateness of controls and the level of assurance they provide in mitigating risks, and subsequently working with teams across the agency to strengthen controls and improve the level of assurance they provide
4. Maintaining the currency and completeness of the Agency Security Plan and monitoring the implementation of the processes identified therein and the subordinate policies/procedures/processes in collaboration/consultation with the relevant subject matter experts/ process owners.
5. Recommending, monitoring, and where appropriate implementing strategies to ensure TEQSA's ongoing compliance with the PSPF requirements
6. Supporting the delivery of reports on TEQSA's compliance with the Protective Security Policy Framework, including working collaboratively across TEQSA to support a clear understanding of requirements and responses to those requirements.

Eligibility

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

Other relevant information

- a merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.
- This recruitment is being used to fill an ongoing vacancy.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Carmen Quintana, 03 8306 2489
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Foreign Affairs and Trade

Vacancy VN-0763477

Austrade

Closing Date: Wednesday 22 October 2025

Job Title	Senior Grants Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$101,322 - \$110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5975_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's Client Programs Branch delivers grant programs to assist exporters and businesses across Australia. The government recently announced an \$18.5 million targeted regional tourism support package. As a senior grants officer you will assist in program design and end-to-end delivery of the grants under this package.

The package includes:

- \$10 million for the Reef Educational Experience Fund including a rebate program for school excursions to the reef, support for local reef operators and funding for Tourism Tropical North QLD.
- \$8.5 million to support tourism in Central Australia including resilience grants for local tourism operators, a tourism development fund and funding for Tourism Central Australia.

Duties

- Program design work including stakeholder consultation, drafting grant guidelines and other key documents, defining program objectives and outcomes, identifying and managing risk.
- Liaising with grant applicants and other stakeholders across the program life cycle, providing technical advice on the eligibility criteria and helping to resolve issues and complaints.
- Assessing the eligibility of grant applications and milestone reports and making recommendations to the Grants Manager supported by evidence and analysis.
- Maintaining accurate information and data on SmartyGrants and other internal systems and spreadsheets.
- Extract and analyse data and prepare quality reporting materials for senior management.
- Negotiate and prepare grant agreements for successful applicants, assess milestones and process and report on milestone payments.
- Utilising technology and undertaking administrative tasks to support consistent, efficient and compliant management of grants.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.
- Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	Nicole Poort, +61 3 9648 3263
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763520

Austrade

Closing Date:Wednesday 15 October 2025

Trade and Investment
Trade Technology and Defence

Job Title	Global Engagement Adviser
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$89,771 - \$100,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 5;APS Level 6
Position Number	5994_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is Australia's global trade and investment agency, connecting Australian businesses with the world and attracting foreign investment into Australia. We're a dynamic and purpose driven organisation, playing a vital role in shaping Australia's economic future. We are seeking a highly motivated and experienced professional to join as the Project Officer providing critical support to Austrade's global health team.

You will be assisting with planning, coordination and project work to delivering high quality industry insights, identification and triaging of exporter needs and events. The role is responsible for ensuring accurate client pipeline management, effective service delivery, and strong stakeholder relationships to advance Australia's trade and investment goals.

This position requires a proactive and detail-oriented professional who can work collaboratively across teams, manage competing priorities, and contribute to Austrade's strategic objectives.

Duties

- Assisting the team on strategic projects, including and not limited to events, client management, stakeholder engagement, budgeting, logistics and other operational activities to ensure successful delivery of our initiatives.
- Support proactive engagement with clients, including coordinating meetings, responding to enquiries, and contributing to tailored service delivery that aligns with Austrade's strategic priorities. Flexibility to support delivery of priorities across the Trade Division
- Perform secondary research for statistical and/or research reports for internal or external consumption. This may include contributing to market assessments for clients.
- Ensure the accuracy and quality of client account records, leads and opportunities. This includes effective use of CRM System, SharePoint and other digital tools to manage workflow and information sharing.
- Assisting with rapport building with internal and external stakeholders including liaising with internal stakeholders to resolve moderately complex issues. This may also include representing Austrade at internal and external meetings and conferences.
- Confidently use digital workplace tools to solve problems, be productive, connect and collaborate with others.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.
- Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

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To Apply

Position Contact	Mr Munish Sharma, Director – Health, +61 (2) 9392 2232
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763529

Australian Secret Intelligence Service

Closing Date:Monday 13 October 2025

Not provided
Not provided Not provided

Job Title	OPERATIONS ANALYST - Executive Level 2
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$171,497 - \$202,365
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Executive Level 2
Position Number	Not provided
Agency Website	https://www.asis.gov.au

Job Description

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

As an experienced Operations Analyst, you will work within a geographic or thematic Headquartersbased team to enable operational outcomes, and support intelligence collection and distribution priorities to deliver impact against the Australian Intelligence Missions (AIMs). You will collaborate with a range of specialised contributors to generate operational impact. These may include HUMINT collectors, linguists, technical specialists, secondees and integrees from counterpart agencies and external agency customers.

Operations Analysts work within a team to understand and apply critical thinking and analysis techniques as part of the intelligence cycle to analyse information, evaluate opportunities and communicate to inform decisions at the strategic, operational and tactical levels.

The role aligns intelligence opportunities to government requirements; supports administration, planning and execution of secure and compliant operations, and communicates operational outcomes to relevant stakeholders.

An Executive Level 2 Operations Analyst undertake work with a high level of complexity or sensitivity and operate under broad direction. They exercise a significant degree of independence and perform an important leadership role. Employees at this level will be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.

EL 2 Operations Analysts provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.

EL 2 Operations Analysts are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

This is a **Canberra based position** with requirement for short term overseas travel to engage with overseas posted officers or international partners

Duties

Support to Operations

- Drive collection management by translating customer requirements into broad collection priorities and assess, through engagement with ASIS customers, the benefit and impact of operations.

- Collaborate with relevant SES, both overseas and Australia based, to develop and maintain a clear strategic direction for their teams, and implement work plans and priorities for their teams to enable ASIS operations.
- Develop, coach and mentor members of the Section, including performance management, conflict resolution and identification of training needs.
- Sustain the capability of the Section by managing staff, finances, work flow, and procurement.

Liaison & Customer Relationships

- Represent ASIS and engage National Intelligence Community partners, policy stakeholders, decision-makers in the Australian Government and foreign liaison partners to enable the delivery of ASIS's objectives and facilitate cross-agency planning and collaboration.
- Contribute to the preparation of correspondence, including, ministerial submissions and internal briefings

Risk Management

- Identify and treat risk through the application of ASIS's risk management framework.

Legal, Governance & Assurance

- Provide advice on the Intelligence Services Act 2001, particularly with regard to compliance with ASIS functions, to ensure activities are conducted in accordance with ASIS's legislative/policy framework, and to ethical standards.

Counter Intelligence

- Identify CI threats and collate relevant CI data to contribute to the safe conduct of operations.

Reporting and Targeting

Some specific jobs also undertake specific functions.

- An Operations Analyst performing a reporting function may include the creation, review and dissemination of Secret Intelligence reporting, and liaising with customers.
- An Operations Analyst performing a targeting role support operations by employing targeting methodologies, data management and exploitation.

Eligibility

EDUCATION / QUALIFICATIONS / EXPERIENCE

One or more of the following education, qualifications and/or experience will be highly regarded:

- Demonstrated expertise in research and analysis;
- Proficiency in techniques or technology which assist the collection, mining, manipulation, fusing, exploitation and visualisation of data;
- Demonstrated proficiency undertaking open source (internet) and social media research;
- Relevant tertiary qualifications or work/life experience;
- Demonstrated experience producing superior written material for Government;
- Well established networks or productive working relationships with a range of stakeholders within the National Intelligence Community
- Relevant experience in a national security or intelligence related role.
- Experience in roles leading multi-agency or cross-portfolio engagements.
- Other relevant skills/expertise (e.g. foreign language expertise).

SELECTION CRITERIA

Candidates are encouraged to consider the below selection criteria when preparing their responses in the online application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the competencies for the position.

Shapes strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities;
- Shows judgment, intelligence and common sense.

Achieves Results

- Builds organisational capability and responsiveness;
- Marshals professional expertise; Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

Cultivates Productive Working Relationships

- Nurtures internal and external relationships
- Facilitates co-operation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people.

Exemplifies personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action; Displays resilience
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;

- Listens, understands and adapts to audience
- Negotiates confidently.

Job Specific Requirements

- Refer to the essential and beneficial education/qualification/experience requirements.

For more information on the ILS, tips on applying for jobs in the Australian Public Service, go to the APSC website found at www.apsc.gov.au.

Notes

HOW TO APPLY

You are required to provide a CV and a written 'pitch' (maximum 800 words) that demonstrates your suitability for the role.

The pitch is an opportunity to detail why you are the right person for the role. The Selection Committee want to know why you are interested in the role and what you can bring to the role.

APPLICATIONS CLOSE: Monday 13 th October 2025 at 11:59pm (AEDT)

ELIGIBILITY

Candidates must be Australian citizens. The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Health

Vacancy VN-0763512

Australian Commission on Safety and Quality in
Health Care (ACSQHC)

Closing Date:Monday 13 October 2025

ACSQHC
ASCQHC Medicines Safety and IPC

Job Title	APS6 Project Officer, Aged Care Infection Prevention and Control
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$98,327 - \$110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	APS Level 6
Position Number	20051428
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Project Officer primarily supports the IPC team on work to related to the development of aged care infection prevention and control resources to meet the requirements of a project funded by the Department of Health, Disability and Ageing (the Department). These resources include eLearning modules and posters and updating the [Aged Care Infection Prevention and Control Guide](#). The work includes undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
2. Provide secretariat support for committees and working groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
3. Undertake project management activities, including input into project planning and documentation; monitoring and reporting on progress of projects; and identifying problems and proposing possible solutions.
4. Undertake procurement and contract management activities, including financial administration and budget preparation and monitoring.

5. Collaborate with members of the IPC team and other teams within the Commission to support the work to develop aged care infection prevention and control resources and other designated projects.
6. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
7. Work with the team to create and/or update resources for internal and external audiences.
8. Under direction, liaise with national and state authorities, professional organisations, individuals, government and non-government organisations; and collaborate with all team members and other areas of the Commission to support the work of the Commission.
9. Other duties as required which may include projects and providing assistance to the Commission's corporate functions, such as assistance with reception duties.

Eligibility

The successful candidate will have:

- Demonstrated experience in providing secretariat and project management support, including the ability to manage and report on budgets.
- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
- Demonstrated high level organisational skills, including the ability to manage competing priorities and show initiative in meeting deadlines.
- Demonstrated strong written and oral communication skills, including the ability to produce high level documents including briefing papers, reviews, submissions, correspondence and meeting papers that clearly communicate complex issues in a manner appropriate for the audience.
- Strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders, including consumers and clinicians.
- Knowledge of government processes, particularly in regard to procurement and contract management processes.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience, qualifications and referee details (one of which must be your current supervisor).
- A statement addressing your suitability against each of the six selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Jan Gralton (02) 7232 5687.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT) 13 October 2025**.

Previous applicants need not apply.

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Jan Gralton, (02) 7232 5687
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0763481

Australian Digital Health Agency

Closing Date: Sunday 12 October 2025

Corporate Services Division
Transformation Branch

Job Title	Senior Change Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$120,486 - \$137,417
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0540_09/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

As a Change Manager within the Transformation Office, you will work with the Change Management Team and play a key role in driving the execution of activities required to implement strategic enterprise change across the Agency.

Duties

Reporting to the Director of Change Management, you will lead change work in large, complex programs and across several smaller projects and initiatives simultaneously. Your focus will be on enabling positive change, enhancing employee engagement and aligning transformation efforts with the Agency's strategic goals to successfully deliver on the government's digital health reform agenda.

In this role, you will:

- Provide strategic and day-to-day leadership of change management activities across Programs or Projects you're supporting, ensuring end-to-end delivery in line with agreed plans.
- Collaborate with stakeholders and fellow Change Managers to ensure change activities are integrated, culturally aligned and coordinated across the organisation, considering interdependencies and sequencing.
- Identify business impacts, assess organisational readiness, and develop targeted change plans that embed changes and support benefit realisation.
- Define adoption metrics and monitor, track and adapt plans as needed to ensure successful implementation and sustained outcomes.
- Lead change readiness assessments, identify areas of resistance and implement strategies to build resilience and drive adoption.
- Facilitate engagement and communication by collaborating closely with the communications team to develop and deliver communication artifacts, ensuring awareness, understanding, and commitment to new systems, processes, and ways of working.
- Evaluate the effectiveness of change initiatives and apply insights to continuously improve change management approaches.
- Support and refine the Agency's change management framework, partnering closely with the Enterprise Portfolio Management Office and Communications Branch to align internal and external change.
- Contribute to the development and implementation of an enterprise change management strategy and tool kit.
- Operate with a high degree of autonomy, managing competing priorities and contributing to business improvement initiatives that strengthen internal change capability.
- Champion a positive change culture by modelling adaptability, resilience and a solutions-focused mindset.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Vanessa Dayeh at vanessa.dayeh@digitalhealth.gov.au.

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

Salary: This role offers between \$120,486 - \$137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Vanessa Dayeh, (02) 6151 8643
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Australian Digital Health Agency

Closing Date: Sunday 12 October 2025

Policy, Programs and Engagement
Enterprise Portfolio Management Office

Job Title	Change Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$98,045 - \$110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0550_09/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

Policy, Programs and Engagement Division: Embark on a career with our Policy Programs and Engagement Division, a hub of excellence that drives national programs and portfolio priorities. We inform policies and manage external stakeholder relationships, fostering a collaborative network based on trust. This is your chance to be a pivotal force in an environment where policy, technology and health outcomes converge.

We are seeking a dynamic and experienced **Change Manager** to join our Enterprise Portfolio Management Office (EPMO). In this role, you will assess, design and deliver organisational change management activities that support strategic objectives and uplift capability across the Agency.

Duties

Key Responsibilities

- Conduct change management analysis, including impacts, stakeholder and readiness assessments, to inform evidence-based strategies and plans.
- Coordinate communications and engagement activities including newsletters and forums.
- Provide tailored change management advice to project teams and stakeholders.
- Develop and maintain instructional resources and self-help materials for project and program management.

For all queries relating to the responsibilities of the position, please contact Brooke Phillips at Brooke.Phillips@digitalhealth.gov.au.

Eligibility

Eligibility

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

Notes

Our Benefits

- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions & Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- **Collaborative workspaces** with new technology available within central locations.
- **Accumulate flextime** for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position may be filled in Brisbane, Sydney or Canberra, and other locations may be considered. To apply, submit your resume and a cover letter (up to one page in length) with examples demonstrating your suitability for the role.

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

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

Closing Date: Sunday 12 October 2025, 11:00pm

Salary: This role offers between \$94,719 - \$110,612 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Brooke Phillips, Brooke.Phillips@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Industry, Science, Energy and
Resources

Vacancy VN-0763534

Job Title	Voyage Delivery Coordinator - Marine National Facility (MNF)
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS
Salary	\$96,000 - \$109,000
Future Merit Locations	Hobart
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hobart, TAS
Classification	APS Level 6
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/job/Hobart%2C-TAS-Voyage-Delivery-Coordinator-Marine-National-Facility-%28MNF%29/132>

Acknowledgement of Country

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

Role highlights

- Play a key role in coordinating complex marine research voyages
- Apply your technical, planning and stakeholder engagement expertise into a diverse role
- Join CSIRO’s collaborative team supporting national marine science capability!

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit [CSIRO.au](https://www.csiro.au) for more information.

The opportunity

The Marine National Facility (MNF) is a cornerstone of Australia's marine research infrastructure, delivering world-class capability through the research vessel *Investigator*. Managed by CSIRO, the MNF supports multidisciplinary marine research across Australia's maritime estate, enabling evidence-based decision-making in areas such as fisheries, climate, geology, and marine operations.

As a Voyage Delivery Coordinator, you will play a key role in coordinating the safe and effective delivery of research voyages. Working within the MNF Operations Team, you will manage all aspects of voyage planning from shore, liaising with internal and external stakeholders to ensure technical, logistical and safety requirements are met. You will also provide ongoing support throughout the voyage lifecycle, helping to resolve issues and optimise outcomes.

This is a multi-faceted role that blends administration, technical coordination and stakeholder engagement. You will bring strong interpersonal and communication skills, a detail-oriented approach, and the ability to manage multiple projects simultaneously. Experience in project coordination tools and Microsoft Office 365 is essential, along with a collaborative mindset and a commitment to customer service.

If you're passionate about supporting impactful marine research and thrive in a fast-paced, team-oriented environment, this is a great opportunity to contribute to nationally significant science – so we'd love to hear from you!

Duties

Your high-level duties will include:

- Coordinating stakeholder engagement and technical support by consulting with internal and external parties to provide expert advice on vessel capabilities, equipment, and operational standards.
- Supporting the planning and execution of research voyages in collaboration with Subject Matter Experts (SMEs), ensuring voyage objectives are clearly defined and aligned with CSIRO policies and procedures.
- Managing multiple complex projects simultaneously, including technical reviews, logistical arrangements, and real-time support for onboard teams to ensure successful voyage outcomes.
- Providing practical and administrative support for research voyages, including documentation development, resource management, and compliance with organisational and Commonwealth requirements.
- Ensuring safety and operational alignment by liaising with the MNF Safety Coordination Team and applying CSIRO's safety management systems throughout voyage planning and execution.
- Contributing to team development and organisational culture by working collaboratively, participating in training activities, and upholding CSIRO's values, including diversity, inclusion, and safety.

Role particulars

Location and office arrangements: Hobart, TAS

Salary: AU\$96K – AU\$109K per annum (pro-rata for part-time) plus up to 15.4% superannuation

Tenure & work schedule: Specified Term of 2 years; Full-time (**preferred**) – *part-time (min. 0.8 FTE) work arrangements may be considered, if required, based on needs of the role and individual circumstances.*

Reference: 101204

Eligibility

As the successful candidate, you will bring:

- Demonstrated ability to collaborate in a dynamic team environment in a positive and professional manner.
- Ability to project manage to deliver logistical, operational and technical requirements under tight timeframes with competing priorities.
- Evidence of a strong commitment to HSE and continuous improvement, and the ability to prepare and apply appropriate documentation and procedures for specific activities.
- Superior communication skills to engage with a wide range of internal and external stakeholders and negotiate operational outcomes, including the ability to deliver presentations and briefings.
- Excellent oral and written communication skills, interpersonal skills and conflict resolution skills, with demonstrated ability to apply policy and sound judgement when resolving personnel challenges.
- Demonstrated ability to operate as a leader in a complex, dynamic and time critical work environment.
- *Desirable:* Experience and knowledge of the conduct of marine research and working on marine research vessels would be highly desirable.

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

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact the Talent Acquisition Partner via email (see details in the Position Description) and let us know how we can support you.

Eligibility

Applications for this position are open to Australian Citizens, New Zealand Citizens, and Australian Permanent Residents.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements. Due to the context of this position, the successful candidate may also be required to obtain an MNF remote voyage medical and a Maritime Security Identification Card (MSIC) post-commencement.

Notes

Life at CSIRO and flexible work arrangements

We [work flexibly at CSIRO](#), offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To find out more, visit [Careers at CSIRO](#).

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating [diverse and inclusive teams](#) where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Gold Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Child safety

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

How to apply

Please apply online, and provide a CV and a detailed cover letter, **responding to each of the selection criteria in detail**, that best demonstrate your motivation and ability to meet the requirements of this role. Please attach your selection criteria responses to your cover letter as one document.

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

Applications close

We strongly encourage you to apply early as we will be reviewing applications as they come through. CSIRO reserves the right to withdraw this ad prior to the closing date if required.

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Susan Carins, susan.carins@csiro.au
Agency Recruitment Site	https://jobs.csiro.au/job/Hobart%2C-TAS-Voyage-Delivery-Coordinator-Marine-National-Facility-%28M

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Industry, Science, Energy and Resources

Vacancy VN-0763446

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 21 October 2025

Technology & Digital Policy

Job Title	Industry Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - VIC VIC
Salary	\$122,235 - \$129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1809_09/25
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/>

About the department

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

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

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

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

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

About the team

About the National AI Centre

The National AI Centre was established to support the ambition to make Australia a world leader in AI innovation and responsible practices. The Centre's goal is focused on working with industry to unlock the positive potential of AI in Australia by delivering reliable information and trusted guidance to build confidence for all Australians.

The National AI Centre's mandate is to drive productivity and support the development of economic growth through AI adoption and diffusion. It works to build market intelligence on the adoption, acceleration, and impact of AI technology in Australian businesses and to develop an authoritative voice for Australian industry to trust as they develop AI solutions for the global market.

The NAIC team leads several high-profile initiatives such as Australia's AI Week, the AI Leadership Summit, AI Industry Connections, the AI Directory, and the development of the actionable guidance that supports the Governments voluntary guardrails. These initiatives together with regular industry reports, enable Australia's businesses to take advantage of the AI opportunity in a safe and responsible way.

This is a great time to join the highly dynamic National AI Centre at the Department of Industry, Science and Resources.

The opportunity

This role at the National AI Centre is focused on accelerating the adoption and innovation of AI across Australia's key industry sectors. The role focuses on building confidence, capability and clarity in the use of AI across industries. You will be responsible for designing and delivering high impact programs that bring stakeholders together, surface practical insights and generate specific

sector guidance and case studies that inspire and inform broader adoption. You will lead NAIC's presence at major industry events such as conferences and forums.

- The role reports to the Manager, Industry Development and has no direct reports.
- The role requires regular interstate travel within Australia.

Our ideal candidate

Our ideal candidate is dependable, curious, positive, flexible, an effective communicator, a team player, works well under pressure and likes to have fun at work!

You are a collaborative, forward-thinking leader who can engage credibly with industry, government, and the AI ecosystem. You bring strong judgement, initiative, and a passion for technology-driven transformation. Specifically, you will have:

- Outstanding written and verbal communication skills, including the ability to prepare compelling case studies, briefings, and content suitable for external audiences.
- A collaborative approach to work, with the ability to build strong relationships both internally and externally and work in a team to achieve outcomes.
- High levels of organisational and project management capability, including delivering outcomes across multiple priorities.
- A strong understanding of AI and its application in industry settings.
- Experience designing and delivering successful industry programs or innovation initiatives.
- Highly collaborative relationship-building skills with the ability to engage and influence stakeholders across government, startups, enterprises, and peak bodies.
- Proven ability to work independently, think strategically, and navigate complex or ambiguous environments.

We will work with new team members to build their subject-matter expertise in the division's focus areas and provide opportunities to develop skills in industry engagement, designing policy, and developing and implementing programs.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

As Industry Program Manager you will be responsible for a variety of tasks which could include:

- Convening stakeholders across key sectors including start-ups, SMEs, enterprise, technology providers, industry associations and peak bodies to build collaborative networks to support AI adoption to unlock opportunities for innovation.
- Designing and delivering sector-specific programs such as roundtables, showcases, briefings, and industry forums.
- Lead NAICs presence at industry events such as booths, conferences etc.
- Identify and source practical case studies and success stories that showcase AI adoption and innovation in key industry sectors.
- Lead the creation of sector intelligence assets - such as AI sector briefings, insight reports, and practical guidance - both directly and through strategic partnerships.
- Collaborate across NAIC teams to scale the delivery of best-practice guidance on AI adoption and literacy to ensure industry stakeholders can access and apply the tools and resources.
- Prepare reports, formal briefings, and communication materials for senior leadership, Minister's Offices and external stakeholders as required.

Eligibility

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

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

Notes

The department does currently offer flexible work opportunities for many roles. These vacancies are available nationally; flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the 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	Eloise Leaver, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0763289

IP Australia

Closing Date: Monday 13 October 2025

Patents Examination

Job Title	Examiner of Patents
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA
Salary	\$96,948 - \$120,386
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	Examiner of Patents
Position Number	1510
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

<https://careers.ipaustralia.gov.au>

As a Patent Examiner, you will use your technical expertise in combination with the legal training we provide (see training section below), to assess whether patent applications comply with the requirements set out in patent legislation. This includes searching patent and scientific databases to ensure the invention is new and inventive. This means Patent Examiners are amongst the first to see new developments across a wide range of emerging technologies!

The role also has a customer service element as you will correspond with patent attorneys, or directly with applicants/inventors, to resolve issues within their applications.

In addition to technology-specific skills, we're looking for people who are self-driven, adaptable, committed to continuous improvement and responsive to change and feedback. Examiners must have clear, concise, and logical written and oral communication skills, and the ability to make evidence-based decisions and strong time management skills to achieve goals independently. Examiners work independently and as part of a small team to contribute to the goals of their technical section of up to 30 people. A typical examination section will consist of staff who are based all over Australia and who work in hybrid (home-based/office-based) settings.

Our training program

As a Patent Examiner at IP Australia, you will participate in the IP Rights Examiner Program. You'll be supported by a workplace coach through a competency-based training program to build your understanding of relevant legislation and the examination process. The program includes both virtual classroom-style training and virtual on-the-job learning.

After successful completion of the training program, you will receive your Acceptance Delegation which allows you to examine patents. You will work collaboratively in a small examination team where you will search and examine patent applications and produce search and examination reports.

Looking for more information?

Our candidate kit contains details including the capabilities required, the contact officer, and how to apply. Please click 'Apply' to access the candidate kit.

We're also hosting a virtual information session so you can hear directly from current examiners and ask any questions you have. Further information, including a registration link, can be found in the candidate kit.

Duties

- Using your technical knowledge to examine a Patent application and determine whether the invention is described clearly and in such a way that a skilled person would be able to use it
- Searching and analysing scientific literature and patent databases to make sure that the invention is new and inventive
- Communicating the examination outcome to the applicant and patent attorney, and considering their responses
- Maintaining an understanding of your responsibilities under the Work Health & Safety Act 2011 and maintaining a commitment to promoting a healthy and safe workplace
- Contributing to the Patents Examination Group and IP Australia to achieve our strategic goals.

Before you apply, we strongly recommend you find out more about the role of a Patent Examiner on our website. We have also developed a suite of videos to help you understand what it's like to work as a Patent Examiner at IP Australia, which you can find in our candidate kit available on our Careers page.

Eligibility

As well as the eligibility requirements listed below, to become a Patent Examiner, you must:

- have completed a minimum of a Bachelor Degree (AQF Level 7) or higher relevant to at least one of the disciplines available in our candidate kit.
- have excellent written and verbal English skills to communicate examination outcomes with stakeholder

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill these positions on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

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

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Various - please see Candidate Kit, patentsrecruitment@ipaustalia.gov.au
Agency Recruitment Site	https://careers.ipaustalia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763488

**Museum of Australian Democracy - Old Parliament
House**

Closing Date:Monday 13 October 2025

IT IT

Job Title	Salesforce Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$84,229 - \$91,808
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	APS Level 5
Position Number	32205
Agency Website	

Job Description

<https://www.moadoph.gov.au/about/careers>

As a Salesforce Developer, you will be part of the team responsible for the ongoing development and enhancement of our Salesforce platform, supporting both business-as-usual operations and development of new projects. You will provide technical support through our helpdesk ticketing system, ensuring timely resolution of issues and maintaining a high standard of service. A key part of your role will involve maintaining and constructing development pipelines, as well as contributing to the design and implementation of automated testing infrastructure to support quality assurance.

You will also be expected to produce clear and comprehensive technical documentation for the systems you develop and actively participate in the technical planning of new features and projects. The role requires strong task management skills within a shared DevOps environment, and familiarity with tools such as Git, Salesforce CLI, and Azure for repository and release management.

A solid understanding of relational databases and secure system design is essential. You should be proficient in Salesforce technologies including Apex, Lightning Web Components, Flows, and general administrative configuration. This is a hands-on technical role suited to someone who enjoys solving complex problems and contributing to a collaborative IT team.

Duties

Under the direction of the Senior Salesforce Developer the Salesforce Developer will be required to:

- Develop and maintain MoAD's Salesforce platform across Business-As-Usual (BAU) and new projects.
- Provide technical support for Salesforce through a ticketing/helpdesk system.
- Contribute to maintenance and construction data pipelines to support system operations.
- Design and implement automated testing infrastructure for technical validation.
- Create and maintain technical documentation for developed systems and features.
- Contribute to technical planning and architecture of projects and new functionalities.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is an ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Liam Dovey, 02 6270 8204
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0763505

National Archives of Australia

Closing Date:Monday 13 October 2025

Collection Management Preservation

Job Title	Manager, Preservation and Photographic Digitisation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$96,344 - \$106,899
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our Sydney office.
Classification	APS Level 6
Position Number	32258
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

We are seeking a manager for the Preservation & Photographic Digitisation teams based in Sydney. You will be managing staff, projects and service work relating to the preservation of paper

and photographic archival records including treatment, preservation digitisation and preventive conservation. The role is until the 30th of June 2026.

Duties

The Collection Management Branch is responsible for setting information management requirements for Australian Government agencies, and selecting, managing and preserving the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and plans and implements projects relating to the care, management and accessibility of archival records.

The Preservation section is responsible for the preservation and long-term accessibility of the most significant records of the Commonwealth in both physical and digital form. We carry out daily activities and make long term decisions to ensure that the collection will be available years from now regardless of technology.

Under limited direction the main duties of the role are to:

- Manage the Preservation & Photographic Digitisation sub-section and its resources in accordance with the National Archives' strategic directions, legislative framework and other policies.
- Supervise and develop staff; build team capacity through coaching, performance feedback; and encouraging career development.
- Implement work plans for the section/subsection including setting tasks and priorities, managing workflow and allocating resources; manage preservation and digitisation project and service work.
- Coordinate, administer and undertake conservation research and treatments, and support specialist staff to do so.
- Keep up to date with developments in conservation and photographic digitisation, and associated technologies and procedures.
- Develop and maintain effective, professional relationships with relevant internal and external stakeholders relating to the storage, display, digitisation and preservation of archival records.
- Identify innovative solutions to resolve or mitigate problems and contribute to and participate in the National Archives' change agenda.
- Promote and apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025–2030: Evolving National Archives](#) and [Our Values](#).

Qualifications or experience in the following areas would be desirable: Cultural Materials Conservation, Museum Studies, Photographic Imaging.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Kirsty Johnson, 02 9782 5352
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0763462

Workplace Gender Equality Agency

Closing Date:Tuesday 14 October 2025

Technology

Job Title	Technology Executive Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$142,760 - \$162,629
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	flexible working arrangements available
Classification	Executive Level 2
Position Number	26739
Agency Website	https://www.wgea.gov.au

Job Description

<https://www.wgea.gov.au/about/our-team/current-vacancies>

The role

A key member of the Agency's Executive Team, the Executive Manager helps to shape strategic direction while also addressing immediate priorities through effective planning and responsive delivery. The Executive Manager leads and nurtures a high-performing, engaged Technology Team, and actively contributes to fostering a positive Agency culture that is values-driven, high-achieving, and recognised as a great place to work.

The key duties of the position include:

Leadership & culture

- Support the COO and CEO in fostering a mission driven, high-performing, collaborative and inclusive workplace culture.
- Lead and mentor team members to deliver high-quality outcomes and promote a culture of continuous improvement and innovation.
- Engage and manage internal and external stakeholders through periods of change.

Technology, finance and security management

- Identify and acquire technology products and services to meet the Agency's business needs and organisational goals
- Lead development, support and maintenance functions for the Agency's reporting platform
- Manage the design, build and implementation of appropriate digital solutions for Agency teams
- Develop, implement and manage an ICT strategy and budget
- Manage contracts and procurements to security quality, the best value and lowest total cost for IT products and services
- Understand and apply regulatory and policy requirements relevant to technology and security such as privacy legislation, the Protective Security Policy Framework and the Information Security Manual
- Identify, evaluate and manage risk in ICT functions
- Keep up to date with current and emerging technologies that offer potential to enhance the employer user experience or improve Agency productivity.

Stakeholder management

- Lead the Technology Team to be a trusted and responsive adviser to internal stakeholders
- Liaise with partner organisations involved in the provision of ICT services
- Collaborate with government agencies and bodies to ensure WGEA can adopt emerging technology and is compliant with legislative requirements and government priorities including the responsible use of AI and the Data and Digital Government Strategy
- Represent the Agency on committees and actively participate in networks across government.

Duties

Capabilities

We are seeking an individual with the following capabilities and experience (minimum essential requirements)

Essential:

- Experience in managing technology services and delivery in a government environment
- Ability to manage risk, security and compliance obligations
- Skills and experience in end-to-end agile delivery and digital project management
- Procurement and contract management experience
- Ability to manage, reduce and forecast IT spending over multiple years
- Ability to manage a small team and work effectively as part of an Executive team
- Excellent communication skills (written, oral and listening) and ability to engage with internal and external partners and stakeholders
- Tertiary qualifications in the field of computer science or equivalent experience
- Baseline Security clearance or the ability to obtain clearance (this includes being an Australian Citizen).

The Australian Public Service Integrated Leadership System (ILS) provides the foundational framework for defining leadership capabilities at the Executive Level 2 (EL2). Candidates will be assessed against the ILS to ensure alignment with the core leadership attributes expected at this level. In addition, the Work Level Standards (WLS) will be used to evaluate demonstrated experience and leadership effectiveness, outlining the scope, complexity, and strategic impact associated with successful performance at the EL2 classification.

Desirable:

Experience working with Salesforce (including a sound understanding of Service Cloud, Community Cloud, Public Sector Solutions, Account Engagement)

Experience working with Salesforce integrations such as Mulesoft, Microsoft Azure, Alteryx, and Tableau.

a principled approach and adherence to the APS Values, Code of Conduct, employment principles, integrity and ethics.

Eligibility

To learn more about each role and the application process, please refer to the **Application Packages on our website**.

Notes

Note: Agency Eligibility Criteria:

Under section 22(8) of the Public Service Act 1999, employees must be **Australian citizens** to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise in writing. Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required baseline security clearance level for the role. **Baseline security** clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

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

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice.

We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Janette Dines, 0294327000
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0763250

Services Australia

Closing Date: Monday 13 October 2025

Technology and Digital Programs
Technology, Strategy, Business and Architecture Technology Business
Services

Job Title	Assistant Director, Visual Communication Design
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	\$118,465 - \$131,268
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2025-6
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description <https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=6&company=depthsP5>

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australians trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Technology Business Services Branch provides enabling support across TDP. An important component of this is to provide centralised communication and engagement functions.

We build TDP's culture and connect the workforce with our vision to 'make government services simple so that people can get on with their lives'.

We provide integrated solutions, drawing on expertise across 6 key areas:

- Event Services: coordination of group events.
- Health and Wellbeing: championing a workplace environment that is open, supportive and reflects diversity.
- Executive Communications: that set strategic priorities, inspire confidence from government, industry partners and the workforce.
- Awards and Recognition: driving internal and external recognition for TDP's workforce.
- Campaign Management: working with our stakeholders to develop an engagement framework that reaches the right audience, with the right message, at the right time.
- Visual Design services: enhancing outputs to build a professional, future focused brand. Including videography, photography, editing, animation and graphic design.

We're communication and engagement practitioners with a whole of group view, vast network of stakeholders, agile mindset and specialist expertise.

About the role

The Assistant Director, Visual Communication Design leads a small team of designers to develop visual communication outputs that engage a large, diverse workforce.

This includes leading the delivery of high-quality visual design products that engage end users, whilst meeting the needs of stakeholders. They identify and advocate user needs and ensure the final design is fit for purpose. This includes complex design concepts through a variety of mediums, including illustrations, digital, web, print, animation, photography and videography.

Assistant Directors foster partnerships with key stakeholders to assist in the development and implementation of operational policy, strategy, procedures, work output and quality. This involves a considerable degree of independence and leadership capability.

Duties

- Leading the graphic and creative design output process for communication products.
- Ideation, storyboard, pitch and development of video content, including animation.
- Undertake photography and videography services.

- Leading the production of data visualisations and infographics based on complex data sets or on analysis reports.
- Developing and managing key stakeholder relationships, negotiating requirements and developing appropriate products based on stakeholder needs.
- Maintaining a strong understanding of user accessibility requirements. Designing and publishing outputs that meet the needs of a diverse audience.
- Leading and managing staff including prioritisation of work, overseeing the management of performance, attendance, health and wellbeing.
- Developing staff capability through coaching, mentoring and succession planning to increase performance, engagement and retention.

Eligibility

Security Clearance

Baseline Security Clearance or the ability to obtain and maintain

Desirable Qualifications:

Tertiary qualifications in design, media production and communications.

A minimum of 2 years' experience in a similar role.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Skye Tisdell, 0428778100
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=6&company=depthsP5

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Treasury

Vacancy VN-0763528

Job Title	Costs Lawyer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	-
Future Merit Locations	Sydney, Melbourne, Canberra, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1882595
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226372387

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Join our team as a Costs Lawyer! You'll play a crucial role in assisting Enforcement teams and Litigation Counsel by calculating and advising on recoverable litigation and investigation costs.

- **Sydney, Melbourne, Canberra or Brisbane (other locations to be considered)**
- **Permanent**
- **Salary range \$123,444-\$144,180 (plus 15.4% superannuation) depending on experience**
- **Hybrid working – enjoy 2-3 days working from home**
- **Applications close at 11:59pm AEDT, 13 October 2025**

The team

The Legal Services Team is responsible for the delivery of legal services across ASIC and is instrumental in driving ASIC's reputation as a modern and effective regulator and enforcement authority. Legal Services is led by the General Counsel, Executive Director and comprises the following sub-teams: Enforcement Legal Services, Regulatory Legal Services, Corporate Legal Services, the Hearing Delegates Panel, and the Legal Operations Team.

The Civil Litigation team (which is part of Enforcement Legal Services) leads ASIC's in-house litigation practice. Our Litigation Counsel act as a solicitor on the record and are responsible for the conduct of ASIC's regulatory civil litigation in the High Court of Australia, the Federal Court of Australia and the State Supreme Courts.

The Civil Litigation team also manages ASIC's relationships with external law firms and provides strategic guidance in matters where ASIC has engaged an external law firm.

The role

As a Costs Lawyer, you will be required to:

- Assist with calculating and advising on recoverable litigation and investigation costs.
- Prepare documents and brief external costs lawyers.
- Negotiate litigation and investigation costs on behalf of ASIC.
- Recover civil litigation costs in consultation with Litigation and Special Counsel.
- Brief external counsel on cost recovery.
- Provide briefings to Senior Executives and Commissioners.
- Identify and lead process improvement projects for cost recovery.
- Stay updated on ASIC's governance and relevant legislation.
- Ensure external and internal guidance on cost recovery is accurate.
- Develop relationships with internal and external stakeholders.
- Innovate cost recovery processes for the Legal Services team.
- Provide general legal support to Litigation and Special Counsel.

Duties

About you

To excel in this role, you will need a Bachelor's degree in Law, admission to the Supreme Court of an Australian State or Territory as a solicitor or barrister, and a current legal practicing certificate (or eligibility to obtain one) from the relevant State law society. Your demonstrated skills and experience in calculating legal costs, particularly in civil litigation, will be crucial. Strong numerical skills and the ability to negotiate with external stakeholders regarding legal and investigative costs are essential.

Additionally, you should have a proven ability to analyse legal issues, advise on available options, and recommend the best course of action within a regulatory environment. Excellent oral and written communication skills are a must, along with the ability to work independently with limited supervision and be accountable for outcomes. If you are detail-oriented, proactive, and ready to make a significant impact, we want to hear from you!

Your application should include a CV of no more than 3 pages, with a covering letter of no more than 2 pages that addresses the selection criteria in the position description. The position descriptions for these roles can be found on ASIC's Careers page.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development.

To work with us, you also need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0763491

Australian War Memorial

Closing Date:Wednesday 15 October 2025

Corporate Services
Corporate Services Human Resources

Job Title	Recruitment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	\$75,022 - \$81,775
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4
Position Number	25-118
Agency Website	https://www.awm.gov.au/get-involved/employment

Working at the Memorial offers opportunities to help commemorate those men and women who have sacrificed so much in the service of the nation.

The Memorial's employees contribute greatly towards its outstanding achievements, and in return enjoy a satisfying and rewarding work environment, excellent training and development opportunities, and a range of flexible employment conditions.

Among the many benefits of working at the Memorial, there is ample free parking, an onsite café, Poppy's, an active and friendly social club, and proximity to Civic (Canberra's shopping and business centre).

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

Duties

Under general supervision, the Recruitment Officer plays a key role in supporting the Memorial's recruitment processes and general HR functions. This role sits within a team of four which covers both Recruitment and Workforce Development. Reporting directly to the Recruitment Manager the role works collaboratively with Memorial staff and business areas to guide and promote best practice recruitment outcomes. The role requires a high level of customer service, dealing with the public and internal staff enquiries via email and phone. The role also provides general administrative support to the HR Team.

Responsibilities:

- Provide assistance and advice to internal and external clients in relation to the Memorial's recruitment processes and procedures.
- Manage the daily workflow relating to multiple recruitment in-boxes, responding to applicant queries and formatting and forwarding information for Selection Panel consideration.
- Provide processing and data entry for the Memorial's recruitment process using an e-recruitment system, including advertising roles to multiple platforms, checking validity of applications, packaging and distributing applications, booking scribes, producing contracts and work orders and sending notifications to all applicants.
- Manage the day to day financial operations of the HR Team, such as raising purchase orders, goods receipting invoices, tracking payments and budgets, credit card reconciliation and entering general data into the financial system.
- Manage the administrative aspects of the Memorial's volunteers, internships, and other programs as they arise.
- General administration duties such as photocopying/scanning, filing mail, stationery orders.
- Support to other HR projects and areas as required.
- Has a sound understanding of Acendre (eRecruit) or similar HR Information or Recruitment Management System.

Eligibility

Employment with the Australian War Memorial is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with the Australian War Memorial, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Police Check – The preferred applicants will be required to successfully undergo a police record check. The preferred applicants must be willing to disclose all relevant and required information.

Notes

In your application you should provide a copy of your current Resume/CV.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Tayla Freney, employment@awm.gov.au
Agency Recruitment Site	https://awmjobs.nga.net.au/?jati=2E86E3EC-5E75-A644-61DF-E437FBF626DC

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0763241

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

Closing Date:Monday 13 October 2025

Job Title	Senior Legal Officer - Multiple roles
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Adelaide SA
Salary	\$124,861 - \$152,915
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/2529
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Legal Division is managed by the Chief Counsel and is comprised of both lawyers and non-lawyers. Together we are responsible for all legal services required by the department. We partner with the business areas of the department, the Executive, and the Secretary to identify and manage legal risk across the department and facilitate excellent legal outcomes for our clients.

As a member of the Division, you will be involved in interesting and important work which may span environment protection, energy, climate change, heritage, and on-ground operations in Commonwealth national parks and Antarctica.

The Legal Division operates in a fast paced, exciting environment. We focus on ensuring our staff are supported and developed so that they are in the best position to take on and enjoy the challenges of the work. We provide competitive conditions and remuneration and provide opportunities for lawyers to either specialise or diversify their skills, while learning from and being supported by highly skilled senior lawyers.

Work across the Legal Division includes:

- Advising on commercial matters including procurements, underwriting arrangements, funding activities, and other financial arrangements (including work on key projects such as Marinus Link and Capacity Investment Scheme, as well as supporting the operations of the Australian Antarctic Division, the Commonwealth's water purchasing programs, and ICT procurements).
- Supporting the department deliver on the Government's ambitious legislative reform agenda, including reforms to environmental and cultural heritage laws and climate change and energy legislation.
- Providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions and investigations.
- Managing the department's litigation across a broad range of matters including merits review, judicial review, regulatory enforcement, commercial disputes, and Work Health and Safety matters, in a range of Courts and Tribunals.
- Developing legal risk and mitigation strategies, particularly in areas of novel or complex work.
- Developing and coordinating legislation bids and processes.
- Developing legal guidance resources and policies and delivering training to the department.
- Providing advice on privacy, data protection, disclosure of information and secrecy provisions.
- Coordinating freedom of information requests.
- Providing administrative and financial support services to the Division.

We have a number of opportunities across the practice for Senior Legal Officers. If you enjoy a challenge and want to work in a team in a fast-paced and exciting legal environment, then this is the role for you. A merit pool will be established for future opportunities.

For more information about us please visit our [website](#).

Duties

As a Senior Legal Officer, you will provide high quality legal services in an in-house environment, including legal research, analysis and problem-solving advice.

These positions support the leadership of the Division, and you will assist with driving the vision and direction as set out by the Principal Legal Officer and the Senior Executive.

You will be responsible for motivating, mentoring and, supervising Legal Officers in your team to deliver on initiatives and goals whilst striving to create an inclusive, responsive and effective environment.

In this role you will:

- Use your technical legal expertise to provide clear, concise, and practical legal advice that meets the needs of the client.
- Work on complex and sensitive matters with a significant degree of autonomy.
- Work in a team within the Division which specialises in a particular area of law, or which services a particular area of the department.
- Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Work with client areas to understand their business and be their main point of contact for their legal needs.
- Settle routine and moderately complex work prepared by other lawyers.
- Supervise and mentor junior lawyers where appropriate.
- Help identify where external advice is required and prepare documentation seeking quotes and engaging external legal providers.
- Assist the Principal Legal Officer with management of the team by making suggestions, contributing to team discussions, and identifying areas for innovation.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Mandatory qualifications** – Bachelor of Laws and admitted to practice in Australia.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

To Apply

Position Contact	Dominic Rule, 0468 558 106
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763484

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

Closing Date:Monday 20 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Kakadu National Park - Joint Management

Job Title	Kakadu National Park – Joint Management Manager
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	\$124,861 - \$134,295
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the Bowali Headquarters office near Jabiru or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2025/2580
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=775EAA5C-E756-9CCF-60EA-E436D455266D>

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established

under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists the protection and ongoing management of the park's natural and cultural heritage.

Since the late 1970s Kakadu's Traditional Owners have leased their land to the Director of National Parks to be jointly managed as a national park. The Joint Management Team supports joint management in Kakadu National Park by supporting and improving governance processes with the Kakadu Board of Management, building cooperative, respectful and productive work relationships with Board Members, Traditional Owners, the Bininj / Mungguy community and Parks Australia.

Duties

In accordance with the Kakadu National Park (KNP) Management Plan and Board of Managements vision, under the general direction of the Park Manager, this role will be required to:

- Provide high level leadership within the park by participating as an active member of the KNP senior management team, promoting a collegiate and supportive workplace culture.
- Provide supervision, leadership and direction for the KNP Joint Management Team.
- Manage delivery of Kakadu Board of Management operations including:
 - provision of secretariat services including preparing agendas, papers and minutes, tracking action items, arranging all meeting logistics and preparing relevant correspondence on behalf of the Board
 - arranging Board member travel, accommodation, remuneration payments and governance training.
 - facilitating and participating in Joint Management Partnership Team meetings.
 - Supporting Kakadu Board of Management members engagement with Parks.
- Providing strategic support across the park to drive joint management outcomes in the day-to-day operations of KNP. This includes:
 - overseeing joint management procurements and project management
 - any activities and duties that help meet the Joint Management objectives of the KNP lease agreements and Management Plan.
 - Regular engagement with Traditional Owners and the community around joint management
 - work closely with the Northern Land Council's Joint Management Team to engage Traditional Owners on
- Coordinate and facilitate community / district meetings with Chief Rangers and district staff, Traditional Owners, Park Managers, external stakeholders and other Parks staff as required.
- Provide administrative and logistical support for the Kakadu Board of Management sub-committee meetings.

- Manage the Joint Management operational budget including undertaking contract and project management in accordance with the Departments policies, guidelines and frameworks.
- Promote and implement relevant WHS legislation, policies and procedures across all sections of the park and working with relevant section managers, maintain a reporting system that enables continuous improvement in systems and processes in line with corporate WHS requirements.
- Assist the Director of National Parks and the KNP Management Team improve Joint Management outcomes.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

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

To Apply

Position Contact	Kylie Lindner, 08 8938 1100
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=775EAA5C-E756-9CCF-60EA-E436D455266D

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Employment and Workplace Relations

Vacancy VN-0763443

Asbestos and Silica Safety and Eradication Agency

Closing Date:Friday 10 October 2025

Awareness and Engagement

Job Title	Project Officer Communications and Events
Job Type	Full-Time, Non-Ongoing
Location	Surry Hills NSW, Canberra ACT
Salary	\$99,328 - \$109,228
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be made
Classification	APS Level 6
Position Number	67926
Agency Website	https://www.asbestossafety.gov.au/what-we-do/asbestos-safety-eradication-agency

Job Description

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

The APS 6 Project Officer Communications and Events is responsible for supporting the delivery of effective communication strategies and awareness campaigns that contribute to ASSEA's core objectives. This includes developing and distributing content across the agency's main communication channels, supporting event coordination and delivery, and ensuring ASSEA's presence and messaging is relevant and visible to diverse stakeholder groups.

The position operates within a small, dynamic team environment and requires the occupant to have strong organisational and operational delivery skills. The project officer will regularly collaborate with colleagues, external stakeholders, and subject matter experts to produce high-quality communication materials and to raise awareness of asbestos and silica safety to influence behaviour change amongst target audiences.

This role is suited to a motivated, highly organised individual with demonstrated experience in communications, marketing, and events project management and support. The successful candidate will have a strong commitment to health and safety messaging, be adept at managing multiple projects and priorities with the ability to recognise opportunities or changing situations as they arise and adapt plans accordingly.

The ability to work autonomously and collaboratively across the agency is crucial. The role also requires the ability to effectively engage key stakeholders including ASSEA committee members, and representatives from Commonwealth, state and territory governments, and union and employer organisations.

Duties

The key duties for the position include, but are not limited to:

- Supporting the implementation of communications strategies for the agency to support the delivery of the Asbestos National Strategic Plan 2024-2030 (ANSP 2024-2030) and the Silica National Strategic Plan 2024-2030 (SNSP 2024-2030).
- Supporting the development and delivery of national awareness campaigns to educate the community about the dangers of asbestos and silica, including leading the stakeholder engagement component of promoting campaign materials.
- Supporting ASSEA's social media presence and accounts, including drafting social media material to increase engagement, grow online presence and promote the work of the agency effectively.
- Providing communications support to ASSEA including preparing and proofing materials for dissemination to the public to raise awareness about the dangers of asbestos and silica. This includes guidance documents, fact sheets, presentations, video, reports, electronic direct mail (EDM), website and social media content.
- Supporting the agency's events calendar, including logistical planning, procurement, speech and presentation preparation, and delivery of agency-led events, such as webinars, conferences, and forums, as well as ASSEA's participation in external events.
- Preparing project plans and reports including the procurement of event-related goods and services and reporting on event budgeting within approved limits.
- Undertaking research to inform communication strategies, including analysis of emerging trends, sector developments, and audience insights.
- Monitoring media for emerging issues, managing media enquiries, preparing media releases, pitching stories to journalists and providing support for media interviews.
- Contributing to the ongoing optimisation of ASSEA's websites, including routine content updates, search engine optimisation (SEO), testing of website links, usability enhancements, and quarterly performance reporting.
- Communicating and building relationships with internal and external stakeholders, providing support, anticipating and responding to their needs.

- Demonstrating flexibility and a commitment to organisational cohesion by undertaking other duties as directed.

Eligibility

Required skills, abilities and experience. Applicants must demonstrate in their application how they meet the following requirements.

- High quality written and oral communication skills, with attention to detail, including the ability to prepare quality communications and marketing material tailored to a range of different audiences.
- Demonstrated research and analytical skills including the ability to digest diverse material and present it in a succinct and clear manner, appropriate to the audience.
- Ability to develop a detailed understanding of the issues around asbestos and silica, to adapt quickly and effectively to new requirements and situations in a small team environment and keep updated on new sector trends and developments.
- Project management capabilities including event management experience with both virtual and in-person events.
- Experience in using website software such as Drupal and WordPress.
- Experience in graphic design, particularly for social media and website content, using design software such as Canva and Adobe InDesign, Illustrator and Photoshop.
- Demonstrated ability to build and maintain strong, effective relationships with internal and external stakeholders, by providing support and responding to their needs.
- Strong organisational skills and ability to manage competing deadlines whilst maintaining accuracy and attention to detail in delivery of projects.

Desirable qualifications and experience:

- A relevant tertiary qualification(s) in media, communications and events.
- Experience in video production, particularly for social media and website content.
- Experience working in government or similar communications or research environments.
- Experience in working on communications in public health, workplace health and safety or environmental perspective, particularly risk communications.

Eligibility:

- To be eligible for employment with ASSEA, you must be an Australian citizen, and you will be required to successfully undergo a police record check.
- The successful applicant must be able to obtain and maintain a minimum of a baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.
- Recruit Ability applies to this vacancy. Under the Recruit Ability scheme, you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

Notes

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

About the Asbestos and Silica Safety and Eradication Agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) oversees national efforts to prevent exposure to asbestos fibres and respirable crystalline silica in order to eliminate asbestos and silica related disease in Australia through coordinating the Asbestos National Strategic Plan and the Silica National Strategic Plan.

To Apply

Position Contact	Mardi Linke, 02 6240 8418
Agency Recruitment Site	https://www.asbestossafety.gov.au/

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Employment and Workplace Relations

Vacancy VN-0762743

Comcare

Closing Date:Sunday 19 October 2025

Corporate Group
Technology and Information Management Team Information Management

Job Title	Information Management Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$99,985 - \$110,946
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	02331
Agency Website	

Job Description

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

Team Overview

The Information Management (IM) unit is part of Comcare's Technology and Information Management (TAIM) team and plays a critical role in supporting the agency's information governance and digital business objectives.

The unit is responsible for the administration of Comcare's electronic document and records management systems, including SharePoint, and provides strategic and operational support for records management across the organisation. This includes developing and maintaining information architecture, delivering user training and support, ensuring compliance with legislative and policy requirements, and enabling effective information lifecycle management across all information holdings, digital and physical.

The IM unit works collaboratively with business areas and external service providers to ensure that Comcare's information assets are well-managed, discoverable, and secure, supporting transparency, accountability, and informed decision-making.

Duties

The Information Management Data Analyst is responsible for providing advice and guidance to Comcare's information management functions. This role acts as a critical advisor to support team members in delivery of business-as-usual operations and ongoing enhancements as the organisation develops its records and information management maturity.

Key Responsibilities:

- Co-administer the SharePoint Records Management Hub, including user support, training, and system development.
- Engage with internal and external stakeholders to ensure records and information management needs are met in new and existing initiatives.
- Monitor compliance, conduct audits, and analyse SharePoint usage and records performance to drive continuous improvement.
- Support the migration from CM10 to SharePoint within the next 12 months.
- Contribute to long-term initiatives aimed at enhancing Comcare's records and information management maturity.

Desirable qualifications and experience

- Formal qualifications or 5 years' relevant experience in Records and Information Management, Data Analytics, Business Intelligence, or a related discipline
- Experience in digital transformation projects, including migration from legacy systems (e.g. CM10 to SharePoint.)
- Membership in professional bodies, such as RIMPA, DAMA Australia, or the Australian Society of Archivists

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline Security Clearance.
3. Specific Conditions: Some intra and interstate travel may be required, including overnight absences.

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0763504

Comcare

Closing Date:Tuesday 07 October 2025

Regulatory Operations Group
Regional Operations SA/NT Team

Job Title	Senior WHS Inspector
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$99,985 - \$110,946
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area.
Classification	APS Level 6
Position Number	01244
Agency Website	

Overview of Team

The Regulatory Operations Group has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health, safety and rehabilitation practices and monitoring and compliance with the law.

Using a contemporary risk-based approach, the Group plans and implements a comprehensive program of compliance activities, targeting issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers.

The Regional Operations Team is the service delivery arm of Regulatory Operations Group (ROG) and administers the *Work, Health and Safety Act 2011* (WHS Act) through a variety of prevention, compliance and enforcement activities. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT

Duties

As a Senior WHS Inspector you will draw on your work health and safety qualifications and experience to support Comcare's regulatory functions. These include providing information and advice to support duty holders, monitoring and assessing compliance, and taking enforcement action where necessary.

In this role your key responsibilities will include, but are not limited to, the following:

- Provide information and advice to duty holders on the requirements of work health and safety legislation to increase levels of compliance and promote best practice.
- Undertake workplace inspections across a diverse range of industries and risk factors (physical and psychological), to identify and address breaches of Commonwealth WHS legislation.
- Lead preventative / proactive inspectorate activities including compliance and follow-up inspections, stakeholder engagement and presentations/forums.
- Mentor and support less experienced staff through the provision of guidance, training and/or quality assurance.
- Prepare high-level written work including inspector reports, case records, correspondence, briefings of evidence and submissions.
- Develop and maintain internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues or complaints.
- Maintain a high standard of record keeping and undertake work that is complex in nature and operate under limited direction.
- Model and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Mandatory qualification

- The successful applicant will be required to obtain a Diploma of Government (Workplace Inspection) within 18 months of engagement.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.
6. Specific Conditions:
 - Achieve and maintain appointment as an Inspector under the WHS Act.
 - Hold and maintain a motor vehicle driver licence for at least a motor car.
 - Some intra and interstate travel is required, including overnight absences.
 - Participate in an after-hours on-call roster (where operational necessities dictate).

Notes

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About the Comcare

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

To Apply

Position Contact	Recruitment Team, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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