



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS40 Daily Gazette Monday - 30 September
2024.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 PS40 Weekly Gazette Thursday - 03 October 2024.pdf.

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

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

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0748738

Australian Electoral Commission

Closing Date: Sunday 13 October 2024

Electoral Integrity and Operations Group
State Operations SA State Office

Job Title	Material & Logistics Coordinator, SA State Office
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	\$82,336 - \$90,234
Classification	APS Level 5
Position Number	2024-327 12011
Agency Website	https://www.aec.gov.au/

Job Description

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

The role is based in the South Australia (SA) State Office. The SA State Office's purpose is to lead the preparation and delivery of AEC electoral services across South Australia. Working from the SA Out-Posted Centres (OPCs) may be required – to support the operational delivery of election materials and logistics.

The State Office Team is responsible for providing compliance, assurance and delivering discrete Statewide projects, while supporting the Senior Leadership Team and Divisional Network.

Duties

The Materials and Logistics Coordinator supports both the Divisional and State Office Networks in relation to the contract, movements and monitoring of all election material requirements and logistics including tracking of delivery schedules and liaison with the designated contractors and transport providers.

The role is responsible for undertaking work involving a high level of logistical complexity and coordination and involves liaising with various stakeholders both internal and external to AEC, to ensure the delivery of election materials and compliance with scheduling to a strict timetable.

To excel you'll have:

- A strong understanding of and experience in successfully applying project management methodologies, including the delivery of large-scale projects within a highly operational and legislated environment.
- High level written and verbal communication skills, and proven ability to communicate to a wide range of stakeholders (internal and external) across a geographically dispersed network.

- Experience in successfully completing allocated tasks to a compliant standard while delivering results within competing timeframes and priorities.
- Ability to work non-standard or extended hours under pressure in a highly agile and fast pace operational environment and take ownership and responsibility for own work.
- Experience in procurement, financial analysis and reporting.
- Understanding of end-to-end supply chain processes.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Kirsty Arnold, kirsty.arnold@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Communication, Education & Engagement Branch Strategic Communications

Job Title	Senior Communications Officer, Strategic Communications
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-330 16119
Agency Website	https://www.aec.gov.au/

Job Description

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

The Communication, Education and Engagement Branch is a specialist team of skilled practitioners in the field with extensive electoral experience. The Branch is responsible for the delivery of communication, education and community engagement products and activities that are engaging, accurate and inclusive. The Strategic Communication Team supports the entire AEC to holistically consider communication approaches to all audiences and available channels.

Duties

If you're passionate about Australia's democracy and bringing your expertise to support the Australian community to enrol and vote, we have the job for you!

This is an exciting opportunity for a creative and skilled communication professional to work on some of the most impactful engagement activities across government.

Reporting to the Assistant Director, Strategic Communication, you will deliver and support a range of activities to inform voters of their rights and responsibilities during the electoral cycle. The role includes developing and implementing strategies, writing messages and information products, community and stakeholder outreach, and providing advice and support to AEC business areas.

The role will work collaboratively with, and support, business areas across the AEC with a view to maturing our communication approach as an organisation. The Senior Communications Officer will also use their expertise, creativity and judgement to undertake complex and/or sensitive work under limited direction.

To excel you'll have:

- Extensive experience working in communications and/or relevant communications or public affairs qualifications.
- Strong project management skills, including the ability to multitask to meet critical deadlines and undertake complex and/or sensitive work under direction.
- The ability to build relationships with internal and external stakeholders of all levels of seniority.
- Strong written and verbal communication skills.
- Proven ability to deliver results while running multiple projects with competing deadlines.
- Ability to stay positive and calm under pressure, with a willingness to step up to significant communication demands during electoral events.

Eligibility

- AEC employees must be Australian citizens.
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- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

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To Apply

Position Contact	Deborah Vaughan, deborah.vaughan@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0748804

Job Title	Assistant Director, Indigo Governance & Assurance
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	\$113,821 - \$128,264
Classification	Executive Level 1
Position Number	2024-331 13495
Agency Website	https://www.aec.gov.au/

Job Description

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

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

The Indigo Governance and Assurance Team within the Indigo Program Management Office is responsible for maintaining oversight of the Indigo Program. This includes implementing fit-for-purpose governance arrangements and assessing Program performance through various assurance activities. The team is also responsible for ensuring the Program meets its external reporting obligations to the Department of Finance and the Digital Transformation Agency.

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

Duties

The Assistant Director will undertake a range of activities to support the effective and efficient functioning of the Indigo Program. Providing high level support to the Assistant Commissioner and Directors. This will include leading and managing a small team in the provision of a range of Program planning, reporting, governance and assurance activities.

This will require preparation and review of high-level documentation, analysis and advice. The role will work closely with the Indigo and ETG leadership teams to ensure that work tasks are of high quality and completed on time. This role will also involve facilitating strategic activities for the Program, requiring engagement with internal stakeholders.

The Assistant Director will provide analysis on complex issues and contribute to the planning, preparation and co-ordination of policy formulation and/or Program management, while leading continuous improvement activities and champion opportunities to mature program planning, reporting, governance and assurance practice for the Program.

You will review and develop strategies to evolve program governance and assurance in an agile program delivery environment including regularly reviewing Program performance and act on emerging risks and issues.

To excel you'll have:

- Excellent written and verbal communication skills, and the ability to effectively communicate information to a range of audiences.
- Strong attention to detail and experience in managing quality assurance (writing, editing, proof reading) of high volumes of correspondence, briefs and reports.
- Excellent teamwork skills, with the ability to work with colleagues to achieve outcomes.
- Demonstrated analysis and investigative skills, gathering information from a variety of sources, exploring new ideas, identifying opportunities for continuous improvement and identifying any critical gaps.

- Experience effectively managing competing priorities and strategic directions, with the ability to remain calm under pressure and respond flexibly to change and uncertainty.
- Strategic skills to drive and positively influence team members and stakeholders.
- Proven ability to make sensitive and complex decisions using professional judgement within legislative parameters and delegated authority.

Desirable

- Relevant tertiary qualifications in a related field.
- Experience working in, managing or co-ordinating projects or programs, preferably using an Agile methodology.

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and hold a Negative Vetting 1 security clearance required for this role.

Notes

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

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To Apply

Position Contact	Melissa Gardner, melissa.gardner@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0746600

Australian Government Solicitor

Closing Date: Sunday 13 October 2024

Australian Government Solicitor
Dispute Resolution Employment Law

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Adelaide SA, Melbourne VIC, Sydney NSW, Perth WA
Salary	-
Classification	Executive Level 1; Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Duties

Senior Lawyers

- Senior Lawyers (Executive Level 1 and Executive Level 2)
- Employment Law
- Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney
- Ongoing (permanent) and non-ongoing roles

AGS is seeking expressions of interest from lawyers with experience in employment law to manage a mixed litigation and advisory practice including other areas of law relevant to the work of AGS Dispute Resolution.

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 715 staff, including 500 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The AGS Dispute Resolution practice (DR) is Australia's pre-eminent public law litigation practice. It has unrivalled experience and specialist expertise in providing dispute related legal advice and representation in every jurisdiction in Australia, across a diverse range of legal matters for Commonwealth agencies, including a very significant practice representing the Commonwealth's regulatory enforcement agencies, administrative law, tax litigation, employment law, torts law and information access law. AGS acts for the Commonwealth in the full range of disputes to which it is a party or in which it has an interest (including access to sensitive information) and advises on investigations including for law enforcement and national security agencies. DR also represents the Commonwealth before inquests, inquiries and royal commissions, and as the solicitor assisting royal commissions. In addition, DR has a specialist in-house counsel practice, led by Tim Begbie KC.

In these roles you will:

- represent/advise the Commonwealth in a range of employment/industrial relations/work health and safety law matters that may include:
 - advising Commonwealth departments and agencies about management of employees and workforces, employee conduct and entitlements
 - advising and representing Commonwealth departments and agencies in contentious employment law workplace relations matters, including individual and collective disputes and work health and safety prosecutions
 - representing clients in a wide range of other employment-related matters (including administrative law matters, regulatory and compliance matters and discrimination proceedings) before courts, tribunals and the Fair Work Commission (including as solicitor advocate where appropriate) and in dealings with other parties, witnesses and counsel.
- have the opportunity to support community interests through pro bono work. For more information about our pro bono work, refer to our [website](#)
- have the opportunity to undertake litigation in other areas of law relevant to the work of AGS Dispute Resolution such as civil claims and regulation, administrative law and/or entitlements law with appropriate supervision and support.

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

About you

You will have a passion for the law and want to make a difference by working on legal issues of national importance.

These roles will suit dispute resolution senior lawyers (Senior Associate level) with experience in employment/industrial relations/work health and safety litigation. The successful candidate/s will ideally have:

- generally, a minimum of 5 years' PQE for Executive Level 1 roles and 7 years' PQE for Executive Level 2 roles
 - strong experience in Commonwealth employment law and industrial relations law including the *Public Service Act 1999*, *Fair Work Act 2009*, *Work, Health and Safety Act 2011*, anti-discrimination legislation and related regulations and frameworks

- experience from private practice, in house or from a department or agency’s legal team will be highly regarded
 - a good understanding of administrative law
 - demonstrated capacity to meet personal net production and 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 rewarded. We offer our lawyers commercially competitive remuneration packages, including 15.4% superannuation.

With open door access to some of Australia’s most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

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

To apply
To apply, please click the ‘Apply’ button. Applications close at 5:00pm (AEST) on Sunday, 13 October 2024.

Further enquiries
Further information can be obtained by contacting Jill Mackay, Human Resources Business Partner on 02 9581 7568. **Eligibility**

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 (NV2) level.

Notes

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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 715 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

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

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Vacancy VN-0746612

Australian Government Solicitor

Closing Date: Sunday 13 October 2024

Australian Government Solicitor
Dispute Resolution Entitlements Law

Job Title	Senior Lawyers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA
Salary	-
Classification	Executive Level 1; Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Duties

Senior Lawyers

- Senior Lawyers (Executive Level 1 and Executive Level 2)
- Entitlements Law
- Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney
- Ongoing (permanent) and non-ongoing roles

AGS is seeking expressions of interest from lawyers with experience and interest in entitlements law (Commonwealth workers' compensation and veterans' entitlements) to manage a mixed litigation practice including other areas of law relevant to the work of AGS Dispute Resolution.

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About the roles

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In these roles you will:

- represent/advise the Commonwealth in a range of litigation including entitlements law disputes that may include:
 - providing advice including in sensitive and complex matters on entitlements under Commonwealth legislation (particularly Commonwealth workers' compensation and/or veterans' entitlements)
 - managing or assisting litigation (including administrative law matters) before courts and tribunals, including the administrative Appeals Tribunal
- have the opportunity to support community interests through pro bono work. For more information about our pro bono work, refer to our [website](#)
- have the opportunity to undertake litigation in other areas of law relevant to the work of AGS Dispute Resolution such as civil claims, administrative law and/or employment law with appropriate supervision and support.

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

About you

You will have a passion for the law and want to make a difference by working on legal issues of national importance.

These roles will suit dispute resolution senior lawyers (Senior Associate level) with an interest or experience in managing entitlements litigation and/or matters in the Administrative Appeals Tribunal in the context of managing a mixed litigation practice. The successful candidate/s will ideally have:

- generally, a minimum of 5 years' PQE for Executive Level 1 roles and 7 years' PQE for Executive Level 2 roles
 - experience in advising on and/or managing litigation relating to claims about entitlements under Commonwealth legislation particularly the *Safety, Rehabilitation and Compensation Act*, *Veterans' Entitlements Act*, *Military Rehabilitation and Compensation Act* and/or *National Disability Insurance Scheme Act*
- experience from private practice, in house or from a department or agency's legal team will be highly regarded
- a good understanding of administrative law

- experience in employment law in the public service is highly desirable
- demonstrated capacity to meet personal net production and 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 rewarded. We offer our lawyers commercially competitive remuneration packages, including 15.4% superannuation.

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Vacancy VN-0748731

Australian Security Intelligence Organisation

Closing Date:Monday 28 October 2024

Job Title	Team Member - Linguists
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Adelaide SA, Perth WA, Darwin NT
Salary	\$85,270 - \$116,518
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	VAN01120242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

Classifications and Salary Range

AE4 (APS4 equivalent) - \$85,270 to \$91,486 (including service allowance) plus 15.4 per cent superannuation.
AE5 (APS5 equivalent) - \$93,565 to \$100,430 (including service allowance) plus 15.4 per cent superannuation.
AE6 (APS6 equivalent) - 103,415 to \$116,518 (including service allowance) plus 15.4 per cent superannuation.

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value. Find out more about [diversity and inclusion at ASIO](#).

Duties

The Opportunity

Do you have an advanced level of proficiency in one of the below languages? Or do you have intermediate skills and are looking to further develop advanced level proficiency?

We are seeking people with current advanced proficiency - or those with a demonstrated record of intermediate skills who are willing to develop to an advanced level of proficiency - to be employed as a Linguist in the following languages:

- Arabic;
- Chinese;
- Hindi;
- Farsi; and

- Russian.

Linguists work as part of a diverse team to provide direct support to ASIO's investigations, operations and international partnerships.

Linguists use sound judgement and strong analytical skills to identify valuable information and communicate it effectively. Through their work, Linguists develop unique perspectives which are drawn upon to inform decision-making and directly contribute to protecting Australia.

ASIO provides generous upskilling support for language development. This is available to successful applicants with intermediate level foreign language skills who display a demonstrated aptitude for foreign language learning, as well as a commitment to further developing their foreign language skills. This support is also available to successful applicants with an advanced level of language proficiency, to ensure the maintenance of their language capability. You may be keen to build on your current advanced level language proficiency by cross-training in one of the other languages listed above. If so, this is something ASIO would love to discuss supporting as part of your ongoing development.

What you will bring

We invite applications from people with the following attributes:

- An advanced level of proficiency (either heritage, native or learned) in one of the above languages.
- Intermediate skills (either heritage, native or learned) and a commitment to further develop advanced level proficiency.
- Analytical and critical thinking skills.
- Sound report writing skills in English.
- The ability to work with a range of technologies.
- Strong interpersonal skills and willingness to work in a team environment.
- An ongoing commitment to learning.
- Personal qualities that exemplify ASIO's values and expected behaviours.

Successful candidates will be offered a role at a classification commensurate with their level of foreign language proficiency, as well as other demonstrated capabilities and attributes they're able to bring to the position. To learn more about the capabilities and attributes we seek at the AE4, AE5 and AE6 levels, please refer to the [ASIO People Capability Framework and Core Capability Guide](#) available on our website.

Please note foreign language skills will be subject to initial and subsequent periodic testing.

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Reasonable Adjustments

Please advise ASIO Recruitment if you require any additional assistance in order to fully participate in the recruitment process or within the workplace.

Location

Subject to conditions, these roles are available in Canberra, Melbourne, Sydney, Adelaide, Perth and Darwin. Relocation assistance associated with a geographic move may be considered for successful candidates.

How to apply

Click on 'Apply online' to commence your application. Your application must include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

Closing date and time

28 October 2024 at 5.00pm AEDST.
No extensions will be granted and late applications will not be accepted.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit:
www.asio.gov.au/about/diversity-and-inclusion.

Notes

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au , 0262574916
Agency Recruitment Site	www.asio.gov.au/careers

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0748909

Australian Security Intelligence Organisation

Closing Date:Monday 14 October 2024

Job Title	Security Assistant
Job Type	Casual, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$66,320 - \$73,465
Classification	APS Level 2
Position Number	03220242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient. We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

ASIO Security Assistants ensure services and maintenance can be delivered whilst a secure environment is maintained. Security Assistant positions are casual, providing the flexibility to work day, evening and weekend shifts. This casual role has an additional 25 per cent loading on top of your wage. A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

- As a Security Assistant in ASIO, you will:
- Maintain professional and secure office environments while overseeing maintenance activities.
 - Manage contractors and tradespeople, including safe and secure entry and exit processes, to ensure the secure delivery of services throughout ASIO facilities.
 - Maintain line of sight of contractors at all times.
 - Report any unsafe work practices and suspicious behaviours or activities.
 - Complete or support minor administrative and maintenance tasks as directed, consistent with the AE2 classification.

What you will bring

We invite applications from people with the following attributes:

- The ability to be actively engaged as part of a high functioning team.
- The ability to interact and engage with a range of client and work areas.
- Strong oral communication skills and the ability to communicate with both technical and managerial audience.
- A desire to deliver excellent customer service with a high level of satisfaction and attention to detail.
- The ability to deliver services while maintaining composure and resilience.

There are no formal qualifications required for this position. Training will be provided on all aspects of the role.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4 per cent.
- For casual employees, casual loading of 25 per cent in accordance with the Fair Work Act 2009, in lieu of paid leave.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra, Sydney, Brisbane, Adelaide, Perth and Melbourne. Relocation assistance is provided to successful candidates when relocation is required.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 200 words (two paragraphs) using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 14 October 2024, 17:00pm AEDT

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the AE2 Security Assistant role. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment. We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au , 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0748910

Job Title	AE2 – AE3 Cleaner
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$66,320 - \$82,397
Classification	APS Level 2;APS Level 3
Position Number	03120242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient. We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

ASIO is seeking cleaners to take care of our facilities (including floors, surfaces, restrooms and common spaces) to the highest standards. We offer flexible working arrangements, including casual day shifts, part-time or full-time arrangements. A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As an AE2 Cleaner in ASIO, you will work individually and as part of a team to perform a range of duties including:

- Sweeping floors.
- Vacuuming hard and soft surfaces.
- Carpet steam cleaning and extraction.
- Mopping hard surfaces.
- Buffing and scrubbing floors.
- Cleaning and polishing office furniture.
- Cleaning wet areas.
- Glass cleaning.
- Low- and high-level dusting.
- High pressure cleaning.
- Emptying waste and recyclable rubbish from kitchen areas.
- Removing stains.
- Maintaining stocks in service areas (soap, towels, toilet paper etc).

As an AE3 Leading Hand of Cleaning Services in ASIO, you will work individually and as part of a team to perform a range of duties including:

- Supervising all cleaning services.
- Ensuring the cleanliness of the interior of ASIO's facilities is maintained to a high standard.
- Assigning the day to day/relief tasks for cleaning staff (if required).
- Ensuring compliance with WHS provisions (PPE, manual handling, safe use of chemicals, working at heights etc.).
- Ensuring cleaning equipment is serviced and maintained regularly.

- Managing orders of consumables and equipment.
- Undertaking day-to-day general cleaning tasks as required.
- Regularly liaising with facilities services staff.
- Managing any administrative processes required to support cleaning services.
- Escorting cleaners/contractors without security clearances as required.

What you will bring

We invite applications from people with the following attributes:

- A reasonable fitness level for walking, bending and reaching activities, and the ability to lift objects up to 10 kilograms.
- Discretion when present in work spaces.
- An understanding and awareness of health and safety procedures, for example manual handling, safe use of chemicals, working at heights and hazard identification.
- Excellent attention to detail.
- Effective time management.
- A flexible approach to work hours and location.
- Personal drive and motivation.
- A willingness to learn new tasks.
- Excellent communication and client engagement skills.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra, Melbourne, Sydney, Brisbane, Perth and Adelaide. Relocation assistance is provided to successful candidates when relocation is required.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 200 words (two paragraphs) using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 14 October 2024, 17:00pm AEDT

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the AE 2 -3 Cleaner role. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au , 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0748913

Job Title	AEE1 – AEE2 Senior Facilities Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$131,433 - \$178,255
Classification	Executive Level 1;Executive Level 2
Position Number	03020242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient. We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

ASIO is seeking to fill a number of senior roles in the Facilities Services Branch, which support a range of essential services that support ASIO to deliver on its mission. These include managing the corporate accommodation portfolio; managing construction programs; designing and implementing office accommodation and spaces; maintaining facilities; and providing specialist advice and services.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As a Director (AEE2) in Facilities you will:

- Be highly motivated with considerable experience in facilities or property management with demonstrated leadership abilities.
- Experience in following fields is desirable but not essential:
 - o Strategic management of a facilities estate.
 - o Strategic oversight of facilities governance arrangements.
 - o Program and project management related to facility construction and fitout.
 - o Strategic oversight of trades related activities including mechanical, electrical and engineering services.
 - o Facilitation of service delivery management and coordination.

As an Assistant Director (AEE1) in Facilities you will:

- Lead and manage a small team and ensure smooth day-to-day operations to meet ASIO's requirements.
- Contribute across a range of ASIO's property functions – including strategy, coordination and planning.
- Experience in following fields is desirable but not essential:
 - o Estate or accommodation planning.
 - o Construction project management.
 - o Government or commercial leasing.
 - o Delivering building infrastructure upgrade or asset replacement projects.
 - o Coordinating facilities operations and services.
 - o Overseeing complex infrastructure/property management systems.

What you will bring

We invite applications from people with the following attributes:

- An understanding of (or a willingness to learn) the technical aspects of running a facility, including legislative and compliance requirements.
- The ability to support day-to-day business operations, maintenance and compliance measures.
- The ability to ensure efficient operation of building infrastructure and mitigate risk.
- A willingness to learn and adhere to ASIO's Security practices.
- Excellent customer relations and client focus capabilities and a commitment to building a supportive and collegiate work environment.
- A willingness to contribute to the Branch's internal transformation program.
- Strong organisation, motivation, responsiveness and resilience.
- The ability to make sound judgements and exercise discretion.
- An interest in developing new skills and capabilities within a dynamic environment.
- The ability to be open to new ways of thinking and working.
- The ability to lead and manage small teams.
- The ability to understand long-term accommodation requirements for an essential organisation, which may include experience in estate or accommodation planning, secure construction (domestic and/or overseas), project management administration or government or commercial leasing. Alternatively, experience in coordinating facilities operations and services and/or property systems uplift across a diverse, complex commercial or government property portfolio.

In addition to the above, at the AEE2 level you will have:

- The ability to manage a team of facilities-related technical experts and specialists, operating under tight time-frames, within budget and often competing priorities.
- Resilience and personal accountability for the quality of advice and delivery of results.
- Qualifications or experience in facilities – trades, finance, leasing, procurement, planning, strategy, contracts or project management is desirable, but not essential.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra. Relocation assistance is provided to successful candidates when relocation is required.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 14 October 2024, 17:00pm AEDT
No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the AEE 1-2 Senior Facilities role. Please be advised that our selection process is rigorous and extensive.
All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.
ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.
ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.
We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au , 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Job Title	SIE(E)1 – SIE(E)3 Trades
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,067 - \$146,872
Classification	APS Level 5; APS Level 6; Executive Level 1
Position Number	02920242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

ASIO is seeking to fill several trades positions, which support a range of essential services that enable ASIO to deliver on its mission.

We value life and practical skills/experiences just as highly as formal qualifications and likewise value both breadth and depth of trade knowledge. We provide specialist training to our staff to equip them for the ASIO environment.

We are looking for a range of professionals including but not limited to:

Corporate Trades

- Plumbers
- Electricians
- HVAC Specialists
- Mechanical Control Specialists
- Architects
- Draftsperson
- Fire Services Technicians
- Maintenance Planner
- Fitter/Turners
- Mechanical Engineer

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As a trades professional at ASIO, you will:

- Apply your specialist skills to proactive and preventive maintenance to ensure ASIO's headquarters, the Ben Chifley Building, runs smoothly in support of ASIO's mission 24/7.
- Use your trade and professional skills to help ensure ASIO accommodation is sustainable, secure and fit for purpose.

What you will bring

We invite applications from people with the following attributes:

- A license (or the ability to obtain a license) without restriction to practice your trade in the ACT.
- Sound judgement to ensure ASIO runs effectively.
- The ability to work as part of a close-knit team of trades specialists, including assisting other trades and functions as required.
- Strong interpersonal skills and a customer-focused approach to your work.

In addition to the above, at the SIE(E) 1 (APS5) level you will have:

- Post apprenticeship/training experience in your trade (or multiple trades).

In addition to the above, at the SIE(E) 2 (APS6) level you will have:

- Multiple years of experience in your trade (or multiple trades).
- Experience in supervision and mentoring junior tradespeople of various trades.
- The ability to leverage experience and knowledge to support future planning through providing technical expertise.

In addition to the above, at the SIE(E) 3 (EL1) level you will have:

- The ability to manage a team's day-to-day operations to meet ASIO's requirements.
- Significant experience in your trade (and/or experience in multiple trades).
- Experience in mentoring junior and other trades professionals.
- Confidence in providing detailed subject matter expertise and advice to management.
- The ability to identify and suggest improvements and strategic change for consideration by management.
- The ability to provide technical support to compliance and other executive/strategic reporting as required.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements to assist you to maintain your work-life balance. (Please note: due to our unique working environment, work from home options are generally not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Location

These positions are located in Canberra. Relocation assistance is provided to successful candidates when relocation is required.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 14 October 2024, 17:00pm AEDT
No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the SIE (E) 1-3 Trades roles. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au , 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Capability and Transformation

Job Title	EL1 Cryptology Technical Lead and Team Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$122,686 - \$138,389
Classification	Executive Level 1
Position Number	ASD/08350/24
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

ASD's Operational Engineering (OE) Branch comprises of high-performing, dynamic, multidisciplinary teams committed to enabling ASD's missions in unique and exciting ways. Within OE, the Cryptology Section is the Australian Government expert on cryptography and cryptanalysis. Cryptography is the study of making secure communication systems and cryptanalysis is the study of breaking secure communication systems.

We are a nationally dispersed team with a diverse set of skills, backgrounds and experience, comprised of people from industry, academia and fresh from completing study.

We have a culture that values technical and professional development. We value collaboration, knowledge sharing, creativity and perseverance. Our culture supports flexible work practices (including part-time arrangements) so that people can balance their work and what is important to them outside of work.

We seek to recruit and develop a diverse workforce who are curious, imaginative and not deterred by difficult challenges. These skills allow us to out-think and out-imagine some of the most testing adversaries and problems imaginable.

About the Role

The Cryptology section is seeking to grow its expertise and are looking for applicants who are motivated to contributing to ASD's missions in either a Cryptology Technical Lead or Team Lead position. The section is looking to fill multiple positions. In a strong team environment, you will work alongside equally talented colleagues supported by technical and non-technical leadership. You will play a crucial role in ensuring ASD's cryptologic capabilities are fit-for-purpose and responsive to sensitive and time-critical mission requirements.

As an **EL1 Cryptology Technical Lead** your duties may include any of the following:

- analysing cryptographic data
- looking for underlying meaning in unfamiliar data and protocols
- evaluating cryptographic products
- informing requirements for Australian government cryptographic security
- working with some of the most powerful supercomputers in the Southern Hemisphere
- providing cryptographic expertise in support of state and federal government agencies
- conducting cryptographic research
- performing reverse engineering and vulnerability research
- liaising with industry and international standards forums
- cooperating with partner agencies

- providing mentoring and technical leadership to colleagues and more junior staff

As an **EL1 Cryptology Team Lead** your duties may include any of the following:

- leading and managing a team of cryptanalysts and cryptology technical leads
- aligning team output with organisational strategic direction
- managing and contributing to key stakeholder relationships, including other business areas of ASD, partners, suppliers and service providers
- managing team resources and priorities, and their contribution to section outcomes
- liaising with internal and external stakeholders to deliver specialist cryptographic expertise on behalf of the team
- contributing to administrative and business management tasking's including recruitment, financial management and learning and development
- contributing towards ongoing self-improvement and professional development of yourself and the team

Please note: we do not expect candidates to be able to do all of these tasks. This list is provided to reflect the varied type of work candidates can expect to be involved in.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Duties

For both role types, we are looking for individuals who are highly efficient and can work autonomously and within a group of diverse individuals and skillsets. The ideal candidate will be a competent leader or support person who is able to provide guidance, subject matter expertise and contributes to enhancing the performance of the section, incorporating ASD's vision and culture.

You will thrive in a varied, fast-paced team environment and demonstrate a proven capacity to manage or support high performing teams, prioritise competing demands while delivering quality outcomes.

As an EL1 Cryptology Technical Lead, you will have demonstrated experience in a specific technical domain. You will lead efforts to solve challenging problems and mentor other staff. We value technical depth and breadth, and want people who are:

- curious and inquisitive
- experienced in a particular topic and who want to further develop their expertise
- able to collaboratively share their expertise with other subject matter experts and less experienced colleagues
- willing to learn from mistakes and share those experiences in a positive manner
- able to manage complex tasks or projects involving research and analysis
- able to demonstrate critical thinking, resilience and adaptability
- able to take concepts and build them into workable and appropriate solutions for mission outcomes
- able to lead in enhancing ASD's cryptographic capability

Whilst EL1 Cryptology Technical Leads are not always required to manage people, you will be required to provide mentoring, leadership and guidance that enables others to grow and build upon their own expertise.

As an EL1 Cryptology Team Lead you will have a demonstrated ability to lead a team of technical experts to deliver on strategic priorities. You do not need to have a technical background, although you must be comfortable working with those who do. We want people who:

- are adaptable and respond well to changing priorities
- are comfortable asking questions and translating technical concepts for a non-technical audience
- can coordinate staff activities in a way that maximises efficiency and productivity

- can manage detailed or sensitive projects that impact on strategic, political or operational outcomes for ASD
- encourage collaboration and have demonstrated experience in stakeholder management
- have experience or a demonstrated ability to manage teams with diverse backgrounds
- understand organisational strategic direction and can translate this into team priorities and outcomes

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

For the **EL1 Cryptology Technical Lead** positions, an academic background or professional experience in one or more of the following disciplines is highly desirable:

- Cryptography / cryptology
- Mathematics
- Computer science
- Statistics and data science
- Machine learning and AI
- Electrical engineering
- Vulnerability research
- Software and/or hardware reverse engineering
- Penetration testing
- Network protocol analysis
- Software development in C/C++, Assembly, Rust or Python.

For the **EL1 Cryptology Team Lead** positions, we are interested in candidates from a range of academic backgrounds and professional 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>

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0748920

Australian Sports Commission

Closing Date:Friday 11 October 2024

Diversity, People and Culture
People and Culture

Job Title	Recruitment Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$69,694 - \$98,532
Classification	APS Level 4;APS Level 5
Position Number	1908
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

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?

We are seeking applications from passionate recruitment specialists. The **Recruitment Advisor** role is offered as an ongoing position, and we will be looking to create a merit pool for the **Recruitment Administrator** role for future upcoming vacancies.

About the team – The primary focus of the Talent & Recruitment team is to co-design, implement and measure talent acquisition and management solutions, enabling best practice recruitment and succession planning. The team has a dual-facing role, partnering with leadership teams across the sporting sector to guide, support and enhance talent acquisition based on data and consultation.

About the role – The Recruitment Advisor (ASC 4) is responsible for end-to-end recruitment practices for the ASC, providing advice and support on processes, procedures, and recruitment related activities.

The role will be responsible for processing a high level of HR workflows in a timely manner to achieve various outcomes for stakeholders across the business. This includes communicating with internal and external stakeholders, supporting hiring managers and ensuring there is a positive candidate experience.

The **Recruitment Administrator's** (ASC 3) primary focus is to support and enable hiring managers across the ASC, through the delivery of contemporary, best practice talent attraction, recruitment and onboarding services. The Recruitment Administrator is responsible for managing the Recruitment Mailbox and assisting with the end-to-end recruitment, providing advice and support on processes, procedures, and recruitment related activities.

About you – The duties of the **Recruitment Advisor** include, but are not limited to:

- Lead and manage end-to-end recruitment processes for the ASC including administering the eRecruitment system, maintain accurate information and providing user support, reviewing selection reports, developing employment offers, in addition to coordinating the onboarding process.
- Act as the first point of contact for complex administration tasks and be a point of contact for staff, respond to enquiries, issues, request for information and general queries as they come in.
- Provide best practice advice to hiring managers on effective screening and selection methods to assist with best talent recruitment
- Lead quality assurance, continuous improvement and automation activities undertaken by the Recruitment team.
- Represent the Talent and Recruitment team and more broadly People and Culture on all recruitment matters and provide guidance where required to stakeholders and colleagues.
- Act as a liaison between the people and culture team to ensure onboarding processes are compliant with employment laws, regulations, and internal policies.
- Supervise and manage the Recruitment hub by setting work priorities, practices and workflow, setting performance goals, monitoring performance and providing feedback.

Recruitment Administrator responsibilities include, but are not limited to:

- Coordination and administration of end-to-end recruitment and selection processes including advertising, processing recruitment outcomes, conducting pre-engagement checks, drafting letters of offer and onboarding successful candidates.
- Acting as the first point of contact for the team mailbox and phone line, responding and where necessary, escalating queries in a timely manner.
- Contributing to the development and assist with the maintenance of templates and other documents required for the effective and efficient delivery of the People Hub.
- Ensuring recruitment advice and actions are consistent with the governing ASC legislation and policies in particular the ASC Recruitment Policy, ASC Enterprise Agreement and HR Delegations.
- Supporting the employee onboarding and offboarding processes through the eRecruitment system.
- Assisting and supporting the Recruitment Officer and the wider team with HR projects.

The Recruitment Advisor position is offered as an **ONGOING** position. We will be looking to create a merit pool for the Recruitment Administrator role for future upcoming vacancies.

Why work with us?

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

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.

- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

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

Eligibility

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

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

Notes

- 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.

Acknowledgement of Country

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognises any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations peoples throughout Australia and would like to pay respects to all Elders past and present. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

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	Courtney Reed, Recruitment Team Leader, courtney.reed@ausport.gov.au
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0748643

Australian Submarine Agency

Closing Date:Monday 21 October 2024

Australian Submarine Agency
Australian Submarine Agency

Job Title	Junior Electrical, Mechanical and Reactor Engineers
Job Type	Full-Time, Ongoing
Location	Adamstown NSW, Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$76,277 - \$104,753
Classification	
Position Number	ASA/08174/24
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

<https://defencecareers.nga.net.au/?jati=5FA3333F-40FA-DAC0-9CEF-DB1E83779B2A>

Duties

The Role
The acquisition of conventionally armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform

Australia's economic and national security landscape for decades to come.

As a Junior Engineer in a Power Plant Electrical, Power Plant Mechanical or Reactor Engineering role, you will work with cutting-edge naval nuclear propulsion technology, and:

- Undertake training and on the job experience to begin to develop the capability to undertake complex activities including modelling, in-person engineering support/analysis and research relating to Australia's nuclear-powered submarine reactors, power plant electrical or power plant mechanical systems.
- Develop knowledge, principles, techniques and best practice to deliver objective quality evidence for the safety of the reactors.
- Work collaboratively across a variety of stakeholders, including national and international subject matter experts, to understand and utilise ASA's reactor power plant electrical or mechanical capabilities.
- Contribute to a range of licence applications and the development of safety cases and their reviews as well as the development of plans, processes and procedures.
- Participate in the due process system for relevant Reactor Plant Safety Case (RPSC) changes providing system research, models and reporting on results.
- Support the management of Authorisations to Operate for Australian Nuclear Powered Submarines.
- Support the delivery of high quality reporting including briefs, reports, publications and presentations, and other deliverables as required.
- Be mentored and coached by more experienced team members, build and sustain positive relationships and actively participate in team and group activities.
- Participate in trilateral meetings/workshops outside of normal Australian working hours.
- Undertake an international embedment in the USA or UK Naval Nuclear Propulsion technical organisations.
- Support other duties as required.

About our Team

The Technical Base provides objective quality evidence that underpins technical decision-making for the AUKUS Optimal Pathway and the safe and reliable operations of Australia's submarine fleet. The Technical Base provides this evidence through targeted technical programs delivered by highly skilled engineering and scientific personnel working in specialist facilities, supported by key international and domestic partnerships within government, industry, and academia.

The Technical Base has separate branches responsible for Naval Nuclear Propulsion and non-nuclear Submarine Systems. The Naval Nuclear Propulsion Technical Base comprises teams responsible for developing the technical capabilities and functions Australia needs for cradle to grave technical support for its nuclear-powered submarines.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

We are looking for talented early career / Junior Electrical, Mechanical and Reactor Engineers to join the Australian Submarine Agency's Naval Nuclear Propulsion Technical Base. You will undergo a variety of training programs to understand Nuclear Mindset culture and develop a base level understanding of nuclear-powered submarine operations.

Following initial training, you will undertake embedment in technical organisations in the United States of America (USA) or the United Kingdom (UK) to gain and develop suitable qualifications, experience, and specific knowledge on nuclear-powered submarine technologies. Upon completion of overseas embedment, you will take up Power Plant Electrical, Power Plant

Mechanical or Reactor Engineering roles in Australia in either a functional (Fleet Support, Build Support or Safety Analysis) or a technical capability Directorate in ASA's Naval Nuclear Propulsion Technical Base. We are a dynamic organization, seeking employees who are agile, innovative and energised by high-paced work.

Our ideal candidates will bring the following attributes and skills to the role:

- **Qualifications** - Hold a Bachelor in Engineering with a specialisation in Mechanical, Mechatronic, Electrical, Electronic, or Instrumentation & Control Engineering. Alternatively, hold a Bachelor in Science with a specialisation relevant to the roles.
- **Technical collaboration** – Collaborate and work effectively with others in a technical environment.
- **Report writing** – Write professional high quality reports to support the development of safety cases, briefs, publications, presentations and other deliverables.
- **Stakeholder engagement** – Communicate effectively with a variety of stakeholders, including national and international subject matter experts.
- **Willing and able to work abroad** – Willing and able to undertake an international embedment in the USA or UK.
- **Resilience** – coping with pressure and uncertainties, balancing work and personal life, keeping optimistic, handling criticism.

Note:

- Due to the training and development requirements for these roles, international travel will be required. We are seeking individuals who are willing and able to work abroad in the USA or UK for periods of time which may span anywhere from 24 to 36 months.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5FA3333F-40FA-DAC0-9CEF-DB1E83779B2A

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Vacancy VN-0748898

Department of Finance

Closing Date:Monday 14 October 2024

Property & Construction

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/250
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Property Management and Projects Branch
The Branch is responsible for whole of lifecycle strategic property asset management including project delivery, environmental and heritage management, remediation and divestment, related advice to Australian Government agencies, oversight of the Finance Owned Estate (FOE) and financial management and advice across the Division. The work in Property Management and Projects Branch involves a mix of skills and experience, primarily: policy and project analysis and advice; strategic asset management planning and delivery including project management; stakeholder engagement; financial, procurement, contract and vendor advice and management.

Portfolio and Contract Management Team
The Portfolio and Contract Management Team is responsible for the management of the FOE, which comprises a property portfolio of approximately 60 mixed use properties across the country including office accommodation, special purpose facilities, contaminated land, native title claims, and heritage listed properties, with a diverse range of Government and commercial tenants and stakeholders.

The team's work is undertaken in close consultation with Finance's outsourced property service provider under the Whole of Government Property Services Arrangements, and includes project and facility management, tenancy management, contract management, heritage and environmental management activities. The team engages collaboratively with a diverse range of internal and external stakeholders.

The team works closely with the other teams in the Branch including:

- the Complex Projects and Capital Works Policy Team, which undertakes remediation projects on contaminated sites within the FOE
- the Strategic Property Delivery and Planning Team/s, which are leading on longer term asset management planning, operationalisation and project delivery proposals related to the FOE.
- the Property Finance Team, which administers the Property Special Account and related financial management and governance including as it relates to the FOE.

Duties

THE OPPORTUNITY

The Property Management and Projects Branch is seeking a dynamic and high performing candidate with demonstrated experience in property and project management to lead the transition of the FOE from the current contract with the existing property service provider under the Whole of Government Property Services Arrangements to the new contract, expected to commence in mid-2025. A procurement process to select the property service provider under the new contract is ongoing with transition expected to commence in early 2024 in readiness for services to commence in mid-2025. In conjunction with the appointed property service provider and the Whole of Government Property Services Arrangements team in Finance, the successful candidate will lead the planning and implementation of transition for the Finance Owned Estate including strategies to ensure service continuity, minimal disruption to tenanted buildings, and that there are strong foundations put in place to set-up the new contract for success and to achieve desired outcomes.

Leading a small team, you will work closely with key internal and external stakeholders, to understand lessons learned from the current service delivery arrangements for the FOE and identify opportunities for improvement, within the construct of the Whole of Government Property Services Arrangements.

The role is offered as a non-ongoing opportunity for an initial 12-month period, with the possibility of extension and/or an ongoing arrangement being offered in the future.

Specific duties include:

1. As the FOE lead, manage the transition of the portfolio to the new contract for property services including facilities management, landlord lease services and a range of additional services.
2. Critical analysis including leveraging data to support recommendations on optimising service delivery, program management and value for money for the FOE under the new contract for property services (e.g. mix of additional services to support core services, capital works transition arrangements).
3. High-level stakeholder engagement, including the ability to anticipate potential issues/risks and to devise solutions/mitigations, including through negotiation, with an outcome focus.
4. Leading a small team including building capability, managing priorities and managing the property service provider to deliver transition project to time, scope and budget.
5. Exercising sound judgement and providing timely and quality reporting and advice to Senior Executives and key stakeholders.
6. Procurement and contract management.
7. Contributing to the strategic management and direction of the FOE.

DETAILED VACANCY INFORMATION

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

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

Notes

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

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Katrina Leech, (02) 6215 3149
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748900

Job Title	Director, SIVs Governance and Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$149,239 - \$175,700
Classification	Executive Level 2
Position Number	2024/259
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The SIVs, Funds and Governance Branch maintains the governance and legislative frameworks in accordance with international standards. This includes board appointments, review and reporting requirements, investment mandates and statements of expectations, making revisions where needed to assist continued alignment with the Government's policy objectives and financial and risk tolerances. The Governance Team is responsible for policy and advice on Government Business Enterprises (GBEs) including governance, legislative matters and board appointments across the Finance portfolio.

The team contributes to international programmes on State Owned Enterprise, primarily through OECD & DFAT. The team is also responsible for managing all training and development for the Commercial Investments Division and engagement activities such as the annual GBE Forum. The team also assists with some SIV activities. The Funds Team provides advice on policy, legislative and governance matters relating to the Australian Government Investment Funds (AGIFs). These seven existing AGIFs are invested to generate funding for important public policy priorities including medical research, drought resilience and social and affordable housing. We are looking for candidates with an interest in contributing to important policy work relating to the AGIFs, which have a total value of over \$285 billion.

Through our oversight of Specialist Investment Vehicles, the Branch is also supporting the Government in delivering critical funding to enable industry to deliver on priority policy outcomes. This includes oversight of the eight Specialist Investment Vehicles, including the:

- Australian Renewable Energy Agency (ARENA), which supports industry to deliver new capabilities to enable the global transition to net zero emissions by investing in pre-commercial innovations.
- Clean Energy Finance Corporation (CEFC), to invest, directly and indirectly, in clean energy technologies to facilitate the achievement of Australia's greenhouse gas emissions reduction targets.
- Housing Australia (HA), which manages guarantee schemes and concessional loans to improve housing outcomes for Australians by facilitating and delivering programs that help more Australians access social and affordable housing.
- National Reconstruction Fund Corporation (NRFC), which provides a range of financing options such as loans, equity investments and guarantees to help Australian industries to grow through enhanced productivity and to address supply chain vulnerabilities. Priority funding areas include renewable and low emissions technologies, medical science, transport and the agriculture, forestry and fisheries sectors.
- Northern Australia Infrastructure Facility (NAIF), which provides financial assistance to the states and territories and other entities to support the development of Northern Australia economic infrastructure.
- Regional Investment Corporation (RIC), which administers farm business concessional loans to assist eligible farm related businesses to remain prosperous and grow, including through

investments to assist with drought and natural disaster readiness, and to protect against biosecurity and other market issues. The work of the Branch is guided by a number of critical policy and guidance documents, including the *Public Governance, Performance and Accountability Act 2013*, the *Corporations Act 2001*, Commonwealth Government Business Enterprises – Governance and Oversight Guidelines Resource Management Guide No. 126, Specialist Investment Vehicles Resource Management Guide No. 127, and the Commonwealth Investment Framework.

Duties

THE OPPORTUNITY

As a Director in the Specialist Investment Vehicles team, you would be responsible for leading a team responsible for providing advice on legislative and governance matters relating to specialist investment vehicles, including advice on Board and CEO appointments and investment management.

This diverse opportunity could see you working alongside investment vehicles such as the Clean Energy Finance Corporation, Australian Renewable Energy Agency or Housing Australia. As part of the oversight role, you will be responsible for providing guidance on best practice administration for all SIVs and assessing aggregate risks.

DETAILED VACANCY INFORMATION

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

Eligibility

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Fotos Andreou, 6215 2636
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748904

Department of Finance

Closing Date:Sunday 13 October 2024

ICT
Governance and Security

Job Title	Assistant Director, Cyber Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/255
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE SECTION

The Cyber Security team is responsible for multiple aspects of cyber security within Finance including governance, risk, compliance (GRC) functions, assessment, advice and assurance functions, and operational functions such as endpoint monitoring, incident detection and response, and breach remediation tasks.

Chief among our key deliverables is the monitoring and maintenance of Finance's cyber security posture in accordance with best practice and applicable regulatory frameworks. To achieve this we work closely with a range of internal and external stakeholders including engineering teams, architecture, service providers, project teams and other government entities.

Duties

ABOUT THE OPPORTUNITY

The Assistant Director, Cyber Security is responsible for supporting the Director, Cyber Security in the effective management and monitoring of the Department's cyber controls and risk. Core responsibilities include:

- Management of outcomes associated with a core function of the team, with a focus on either GRC, assessment, advice and assurance, or operations.
- Preparation and delivery of sound evidence-based advice specific to the core function the role holds responsibility for
- Leadership of a small team of cyber analysts, including coordination and review of deliverables, reporting, and other supervisory duties
- Coordination of complex tasks associated with achieving cyber outcomes across technical and non-technical stakeholder groups

DETAILED VACANCY INFORMATION

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

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

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To Apply

Position Contact	Nathan Watson, 6215 2069
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748912

Department of Finance

Closing Date:Monday 14 October 2024

Shared Services

Job Title	APS 5 & APS 6 Project Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2024/258
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

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

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

Duties

THE OPPORTUNITY

The PMO has opportunities for APS 5 & APS 6 Project Officers to join a small, supportive, high performing team. We are looking for self-motivated and proactive team players who think creatively and look for solutions to complex issues. Working in the PMO will offer high profile, cross-agency exposure. You will develop comprehensive skills in project management, stakeholder engagement, communication, whole-of-government frameworks and Cabinet processes. You will work with entities from across the Commonwealth to increase awareness of and build capability of entities ERP capabilities using technology solutions that best meet their needs.

Key responsibilities include but are not limited to:

- Contributing to a small team focussed on delivering on the Government's APS ERP Approach by supporting smaller entities to identify their ERP uplift requirements and choosing technology solutions
- Providing high-quality project support to the PMO by:

- Developing and maintaining project documentation in line with the PMO's agreed methodologies and processes and industry best practice
- Preparing and maintaining project status reports including identifying and raising risks, issues and barriers to delivering the intended outcomes
- Drafting of communications such as client enquiries and briefs
- Undertaking desktop research as required
- Contributing to the development and maintenance of project governance arrangements
- Organising and participating in relevant client meetings and workshops.
- Supporting the development of a Business Case and Cabinet submission.
- Taking responsibility to help the team meet objectives and progress and meet milestones.
- Making recommendations for continuous improvement in the PDO including sharing project management expertise, mentoring and training to other staff to build team capacity.

DETAILED VACANCY INFORMATION

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

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

Notes

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

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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To Apply

Position Contact	Garn Collinson, 02 6215 1718
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0748846

Department of Home Affairs

Closing Date:Sunday 13 October 2024

Finance
External Budgets & Revenue Revenue Management

Job Title	Supervisor - Revenue Management Team
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,748 - \$87,572
Classification	APS Level 5
Position Number	134697
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/134697/>

About our team

Chief Operating Officer Group | Finance Division | External Budgets & Revenue | Revenue Management Section

The External Budgets and Revenue Branch contributes to the preparation and management of the Department's external budget, internal and external financial reporting as well as administered revenue and expense management.

The Revenue Management Section (RMS) oversees over \$20 billion in revenue on behalf of the Australian Government including; Customs Duty, Import Processing Charge (IPC), Passenger Movement Charge (PMC), Visa and Citizenship Charges and GST collected (on behalf of the ATO). The RMS also manages a significant component of departmental variable appropriation revenue.

The RMS's core objectives associated with the management of revenue include:

- Budgeting - develop revenue estimates that duly account for any changes in policy, demand and macro-economic conditions.

- Reporting - prepare compliant statutory and management information reports on revenue collection.
- Monitoring and Analytics - prepare revenue exception reports, variance and contribution analysis and performance against relevant benchmarks.
- Debt Management - raise and monitor debts with effective actions that maximise the amount of debt recovered.

The positions reports directly to the team leaders of respective teams.

Overview of teams:

The Passenger Movement Charge (PMC) team - The PMC team administers the collection and remittance of the PMC through carriers. PMC is imposed on a person departing Australia to another country, whether or not the person intends to return to Australia.

Cargo (includes all ship, aircraft, postal imports and passenger imports) team - The Cargo debt management team undertakes budgeting. Reporting, monitoring and analytics and debt management function for cargo which includes, all the debt recovery, payment plan and actions the liquidations requests as required. Exporting and importing businesses, cargo handlers, cargo carriers and service providers are required to make self-assessment for each consignment. The compliance debt management process is a nationally consistent process to manage recovery of customs duty and indirect taxes (Goods and Services Tax, Luxury Car Tax, Wine Equalisation Tax).

Accounts Receivable and Debt Management - This team is responsible for raising invoices and debt management of Legal, Status Resolution Support Service (SRSS), Removals, Airline/ Seaport infringements, ABF detector dogs, Government, FOI, chargeback Invoices. The team is also responsible for all write off, waivers requests and instalment plans. The team provides advice to Visa Officers and Citizenship Officers in relation to debt to Commonwealth for clients. The team has a dedicated phone line for clients to answer to their account enquiries.

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

Our ideal candidate

We are looking for people who are passionate about achieving outcomes, enthusiastic, motivated and resilient, and who are keen to work in a fast paced team environment. Ability to supervise staff and provide guidance where required. They should be flexible and have a can-do attitude.

There are no mandatory requirements, but it would be preferred to have:

- A well-developed understanding of relevant legislation and policy frameworks
- Demonstrated experience in reporting, interpreting or reconciling financial data across multiple systems
- Demonstrated experience in SAP or equivalent financial systems
- Experience working under limited direction and the ability to make independent decisions relating to an area of responsibility.

Duties and responsibilities

Draw on information from diverse sources and use experience to analyse what information is important and how it should be used:

- Coordinate revenue management activities to support the team
- Review performance and identify opportunities for continuous improvement

- Understand targeted audience and tailor communication style when providing impartial and forthright advice to all stakeholders.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	AVI SHYAM, 02 6264 4322
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/134697/

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Vacancy VN-0748908

Indigenous Land and Sea Corporation

Closing Date:Tuesday 15 October 2024

Western Division
Perth Program Delivery

Job Title	Business Development Manager
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	\$126,968 - \$140,959
Classification	Executive Level 1
Position Number	WDO035
Agency Website	

Job Description

<https://www.ilsc.gov.au/about/careers/business-development-manager/>

- Full time 2 year contract based in Perth
- Not for Profit Salary Packaging
- Salary range \$126,968 to \$140,959 (plus 15.4% super)

Are you ready for a rewarding role that contributes to the self-determination of First Nations peoples? We have an exciting opportunity for a Business Development Manager to join our dedicated team in our Western Divisional Office.

Who are we?

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the Aboriginal and Torres Strait Islander 2005 Act (Cth) (‘the Act’) and subject to

the Public Governance, Performance and Accountability Act 2013. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country. **Duties**

What is the role?

Under the direction of the Western Division General Manager, you will lead and implement projects that contribute to the self-determination of First Nations communities through the acquisition of land and water related assets for granting to Indigenous organisations as well as the development of land and water related projects to support the aspirations of Indigenous land and sea holders and maximise the productivity of their assets.

This role will be pivotal in:

- Communicating effectively with Aboriginal and Torres Strait Islander people to build strategic relationships with partner organisations and stakeholders to advance the objectives of the ILSC and its clients.
- Collaborating with Indigenous businesses and organisations and other partners to achieve agreed outcomes.
- Developing and implementing strategies using sound project and contract management principles to assist Indigenous organisations achieve their goals.
- Developing and supporting sustainable businesses in both the Non-Government and commercial sectors that deliver enduring outcomes and benefits.
- Undertaking research and analysis including due diligence to provide advice and make recommendations to decision makers.
- Leading, motivating and supporting the Western Division General Manager in developing other employees.

Eligibility

At the ILSC we offer:

- More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.
- Generous leave entitlements and work conditions, including:
 - 15.4% superannuation on top of your salary
 - Flexible hybrid work environment (2 days WFH)
 - Not-For-Profit salary packaging
 - Paid leave over the Christmas and New Year's period
 - Access to generous parental leave
 - Training and development opportunities
 - Generous Studies Assistance program
- Health and wellbeing programs:
 - Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
 - Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
 - Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

TARGETED VACANCY – *This role is open to all applicants, however those who identify as Aboriginal and/or Torres Strait Islander and meet the requirements and are ranked suitable for the role will be given priority consideration in this recruitment process.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Ray Lennox – Western Division General Manager on 08 9420 6666.**

For the position profile and to apply please visit the ILSC Careers page at:
<https://www.ilsc.gov.au/careers/>

Applications close 15 October 2024.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply Notes

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Ray Lennox – Western Division General Manager, 08 9420 6666
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/business-development-manager/

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Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 14 October 2024

Biosecurity Operations
Cargo & Conveyance Policy & Detection Capability Assessment Policy

Job Title	Program/Policy Officer
Job Type	Full-Time; Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/3810
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Cargo & Conveyance Policy & Detection Capability is responsible for determining, developing and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. This pathway brings together how the department detects and responds to biosecurity risk and non-compliance, including through deploying surveillance and verification tools and capabilities such as detector dog teams and x-rays. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, seasonal pests and policy assessment related matters.

The Assessment Policy Section provides the policy and verification framework for document assessment and biosecurity directions; manages the maintenance and expansion of imported goods covered by the class 19 approved arrangement; biosecurity risk profiling and compliance monitoring of imported goods. The section also provides program management and continuous biosecurity competency training of accredited persona operating under the class 19 approved arrangement to assess documents and enter biosecurity directions for specified non-commodity and commodity import consignments.

Duties

The Jobs

Policy/Program Officers operate with a degree of autonomy and contribute to achieving the department's purpose to protect and help develop strong agricultural industries. The duties of the roles include, but are not limited to:

- managing the arrangement class including application assessment, undertaking variations to class conditions and responding to internal and internal stakeholder enquiries about applications and technical matters relating to using the arrangement class
- creating, reviewing and maintaining instructional material and policy documents as required
- providing secretariat support for working committees lead by the section
- assisting with the development of training and resource content
- supporting the development and implementation of communication strategies to raise awareness amongst stakeholders of the benefits of lodging cargo import declarations using the arrangement class
- critically analysing import data relevant to the arrangement class and providing advice to the Director of Biosecurity on regulatory and compliance trends
- reviewing and preparing communication materials including Industry Advice Notices, webpage content and other communication materials for internal and external stakeholders.

Please note that this recruitment process will initially be used to fill **three vacancies in the section** and that the roles may be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What we are looking for
Knowledge and experience

- Experience in biosecurity or similar regulatory policy or program positions.
- Knowledge of the role biosecurity plays in protecting Australia's agriculture and environment including biosecurity risks associated with imported goods.
- Knowledge of relevant biosecurity legislation and legislative frameworks and/or demonstrated experience applying legislation in a regulatory environment.
- User knowledge of (or a demonstrated ability to quickly acquire knowledge of) the department's systems used to assess and manage goods subject to biosecurity control.
- Demonstrated experience in program management and implementation as well as experience in program management systems or process improvement and/or regulatory practice, training and instruction material.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Matthew Smith, 02 6272 5344
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0748826

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 14 October 2024

Digital Clearance Service Investment Management Services

Job Title	Procurement Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/3887
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Biosecurity Digital Reform Branch provides retail digital and data services for a range of different business areas across the Biosecurity and Compliance Group. The branch operates in an agile and continually evolving digital and data environment which has unique challenges and opportunities. The branch is highly connected and integrated with relevant business areas in Biosecurity and Compliance.

The Digital Strategy Branch are designing and developing easy, fast and reliable digital services to agricultural exporters to improve the experience of exporting. This includes the delivery of the Export Service, where all services being built come together. Digital Strategy also work across the Simplified Trade System whole of government projects to ensure DAFF's digital and policy objectives are met. Through extensive internal and external communication we are collaboratively delivering a modern and robust future border environment.

The Take Farmers to Market aims modernise and sustain digital export services by future-proofing current and emerging systems. We uphold the regulatory requirements across all commodities to ensure continued trade across our digital services. Incorporating the successes of the TFTM program, we improve the reliability of our services and provide entities with access and manage their agricultural export requirements as per the Export Control Act 2020 and associated delegated legislation.

Duties

The Job

The Procurement Officer will:

- Provide strategic advice, practical guidance and solutions on procurement and contracting matters to divisional staff including complex probity and procurement compliance reviews of approaches to market in line with the Public Governance, Performance and Accountability (PGPA) Act 2013 and Commonwealth Procurement Rules.
- Provide quality and timely customer service to stakeholders through the divisional email inbox and phone calls, displaying clear verbal advice/guidance as well as quality written information to support decision making.
- Develop cooperative working relationships with a range of stakeholders to ensure achievement of service delivery outcomes and the divisional objectives including assisting staff to ensure compliance of procurement processes with governance frameworks and timely completion of procurement activities.
- Assist to develop, coordinate and deliver Procurement training to divisional staff.
- Provide leadership, guidance and coaching to direct report/s to ensure the delivery of effective and efficient outcomes and that the service provided meets the needs of the Authority's stakeholder.
- Maintain and keep track of procurement activity within the division using Technology One and Excel - Coordinate and administer mandatory procurement reporting requirements,

including AusTender, Senate Order and Indigenous Procurement Policy reporting as required

- Other Procurement and resourcing duties as required

Eligibility

What we are looking for
Knowledge and experience

We are looking for candidates that possess demonstrated experience in the following:

- Working in a team that provides a broad range of support, systems and solutions to policy areas ensuring compliance with the legislation and policies relevant to the above functions.
- Building and sustaining relationships with stakeholders and subject matter experts, both internal and external, to deliver financial outcomes.
- Leading the implementation of best practice approaches to developing capabilities and increasing operational effectiveness and informing business decisions.
- Providing evidence-based advice and policy direction to managers and staff on financial management policies and strategies.
- Providing high-level financial support and advice.
- Managing financial governance requirements and compliance with the financial management framework.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Miin Yeo, 0411 154 578
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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

Closing Date: Sunday 27 October 2024

Australian Antarctic
Science Southern Ocean Ecosystems Program

Job Title	Fisheries Research Scientist
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$91,944 - \$129,379
Classification	
Position Number	2024/2507
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=63D828F8-5154-E56B-BE65-DB1F37A02E5D>

Research Scientist (APS6 - EL1)

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The AAD Science Branch leads, conducts and supports a world class program of scientific research and environmental management, consistent with national priorities through the Australian Antarctic Science Strategic Plan. The branch provides research and advice to support Australia's Antarctic policy objectives, including participation in the Antarctic Treaty system and other international committees, commissions and intergovernmental panels. It manages and administers the Australian Antarctic Science Program and provides scientific and research advice to support regulatory and management decisions. The branch provides advice for Antarctic capability projects, conducts impact assessments and develops strategies to address environmental legacies and undertakes targeted outreach promoting the value of Australian Antarctic science.

The Fisheries team are part of the Southern Ocean Ecosystems Program, one of five Programs within the AAD's Science Branch. The Fisheries team conducts strategic research and provides management advice to support the sustainability of the Australian fisheries for Patagonian toothfish and Mackerel icefish in the Southern Ocean at Heard Island and McDonald Islands (HIMI) and Macquarie Island (MI), and the exploratory toothfish fisheries in the area managed by the Convention for the Conservation of Antarctic Marine Resources (CCAMLR). **Duties**

The Job

Key duties of the role include:

- Conduct outcome-focused fisheries research.
- Maintain expertise and peer recognition in fisheries science, including through targeted papers to relevant domestic and international fora and publications in the peer-reviewed literature.
- Effectively communicate research outputs to scientists, industry, fisheries management, and environmental NGOs.
- Contribute to productive and effective links nationally and internationally with other scientists, and relevant industry, policy and management bodies.
- Represent Australia at CCAMLR meetings as required.
- Seek external resources to support and enhance high priority strategic research.
- Undertake other duties as assigned by the supervisor.
- Contribute to a safe and healthy workplace, complete required training, and be proactive in contributing positively to safety management and workplace culture.

Eligibility

What we are looking for

Knowledge and experience

- Strong statistical and/or numerical modelling skills.
- Demonstrated competence in using databases and statistical software packages such as R.
- Effective oral and written communication of research results and their implications, and the ability to negotiate and communicate with scientists, industry stakeholders, fisheries managers, policy makers and the public.
- Ability to plan and manage research projects, including to set priorities and allocate resources to meet project objectives.
- Demonstrated ability to work effectively in a team and achieve goals in a dynamic and deadline-driven work environment.
- A record of, and continuing commitment to, research that has achieved national recognition.

Skills and capabilities

- Sound judgment, innovative thinking and strategic analysis skills.
- Work with a high level of accuracy and an ability to troubleshoot complex problems.
- Remain agile in response to ad-hoc requests, meet tight deadlines and develop new skills when required.
- Work both with a high level of autonomy and effectively in a team
- Contribute to a positive and inclusive team culture, and a safe and equitable workplace.
- Clear and concise written and verbal communication.

Please note that the successful applicant may be required to travel to the Antarctic and sub-Antarctic regions therefore they may be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments. In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

- demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments
- demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment
- be certified as fit for Antarctic service by the AAD’s Polar Medicine Unit.

Notes

Eligibility and other requirements

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

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

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

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

To Apply

Position Contact	Philippe Ziegler, 03 6232 3624
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=63D828F8-5154-E56B-BE65-DB1F37A02E5D

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Attorney-General’s

Vacancy VN-0748841

Job Title	Policy and Data Officer / Assistant Director, Justice Reinvestment Unit
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	\$83,299 - \$139,657
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	0414/24_JC-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=9267C285-FCD5-2ADB-2ECE-DB1EFD05900A>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

Do you want to support community justice initiatives that Close the Gap for First Nations peoples?

Do you have strong cultural competency and a thirst to make a difference?

Then these positions are for you!

Justice reinvestment is a long-term, community-led approach that aims to prevent crime, address the drivers of contact with the justice system, and improve justice outcomes for First Nations peoples in a particular place or community.

An interim Justice Reinvestment Unit is to be established in the Attorney-General's Department to support communities funded under the justice reinvestment programs to successfully implement their initiatives. The Interim Justice Reinvestment Unit will also lead the development of a justice reinvestment measurement and evaluation framework, and the design of the final Justice Reinvestment Unit.

Roles in the interim Unit will be on a 12-month temporary basis.

Successful candidates at the **APS5-6 level** will support funded justice reinvestment initiatives to access and use data and evidence to develop and implement local governance arrangements and

to monitor and evaluate their justice reinvestment initiative/s at the local level. You will also contribute to the design process for the final National Justice Reinvestment Unit.

The successful candidate at the **EL1 level** will lead the Unit's measurement and evaluation support stream, supervising APS officers, and leading the development of a Measurement and Evaluation framework, and the design process for the final Justice Reinvestment Unit, in partnership with key stakeholders.

In this capacity you will also be responsible for developing policy submissions and discussion papers for presentation to senior staff, the Attorney-General's Office and external stakeholders.

Roles may involve some travel, including to remote locations.

How you can help make a difference

We are interested in hearing from passionate, high-performing applicants with relevant experience and skills in First Nations policy or program initiatives and a demonstrated understanding of First Nations data sovereignty and Closing the Gap Priority reform four.

All of the positions are **identified positions**. This means that applicants for these positions must demonstrate:

- an understanding of the issues affecting First Nations peoples
- an ability to communicate sensitively and effectively with First Nations peoples.

While First Nations candidates are strongly encouraged to apply, these opportunities are open to all.

Ideal candidates for the APS5-6 level roles will have:

- highly developed cultural competency, an understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities and demonstrated capacity to work with and communicate sensitively with First Nations peoples
- experience in monitoring and evaluation frameworks including a strong understanding of data collection, management and analysis and Indigenous data sovereignty and governance principles
- excellent organisational, project management and planning skills, and an ability to work in a fast-paced environment, managing multiple competing priorities at once in tight timeframes
- strong initiative, a solutions-focused approach and demonstrated innovation and agility to achieve results and provide quality and timely advice.

The following attributes, skills and/or experience will also be highly regarded:

- demonstrated capacity to undertake strengths-based, trauma-informed community engagement
- an understanding of, or experience with, community-led place-based approaches, including Justice Reinvestment
- experience working with/within the Coalition of Peaks, community-controlled organisations and Commonwealth and state and territory governments.

Further to the above, ideal candidates for the EL1 level roles will also have:

- well-developed leadership, coaching and mentoring skills
- experience managing complex projects with the ability to manage risks, budgets and resource allocation, and project timelines effectively
- ability to navigate complex government processes and effectively build and maintain strategic relationships.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

All of the positions are **identified positions**. This means that applicants for these positions must demonstrate:

- an understanding of these issues affecting First Nations peoples
- an ability to communicate sensitively and effectively with First Nations peoples.

While First Nations candidates are strongly encouraged to apply, these opportunities are open to all. **Notes**

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues.

We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Megan Ellis, (02) 6141 5775
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9267C285-FCD5-2ADB-2ECE-DB1EFD05900A

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Attorney-General's

Vacancy VN-0748845

Attorney-General's Department

Closing Date:Monday 14 October 2024

Job Title	Community Liaison Officer / Assistant Director, Justice Reinvestment Unit
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	\$83,299 - \$139,657
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	0415/24_JC/-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=B9DD05BF-5827-4D44-1C63-DB1EFD05EB72>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

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Do you have strong cultural competency and a thirst to make a difference?

Then these positions are for you!

Justice reinvestment is a long-term, community-led approach that aims to prevent crime, address the drivers of contact with the justice system, and improve justice outcomes for First Nations peoples in a particular place or community.

An interim Justice Reinvestment Unit is to be established in the Attorney-General's Department to support communities funded under the justice reinvestment programs to successfully implement their initiatives. The Interim Justice Reinvestment Unit will also lead the development of a justice reinvestment measurement and evaluation framework, and the design of the final Justice Reinvestment Unit.

Roles in the interim Unit will be on a 12-month temporary basis.

Successful candidates at the **APS5-6 level** will support funded justice reinvestment initiatives to develop and implement local justice reinvestment strategies and to fulfil reporting requirements. You will also facilitate and deliver training to build community capability in and understanding of justice reinvestment, and support the establishment of justice reinvestment communities of practice.

The successful candidate at the **EL1 level**, will lead the Unit's community capability building support work to support funded initiatives including at critical or complex stages of their justice reinvestment journey. In this capacity you will, you will supervise APS officers, develop and implement work plans that provide strategic direction, undertake risk assessment and management activities, and take responsibility for the achievement of key deliverables.

Roles may involve some travel, including to remote locations.

How you can help make a difference

We are interested in hearing from passionate, high-performing applicants with relevant experience and skills in community engagement and program implementation.

All of the positions are **identified positions**. This means that applicants for these positions must demonstrate:

- an understanding of the issues affecting First Nations peoples
- an ability to communicate sensitively and effectively with First Nations peoples.

While First Nations candidates are strongly encouraged to apply, these opportunities are open to all.

Ideal candidates for the APS5-6 level roles will have:

- highly developed cultural competency, an understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities and demonstrated capacity to work with and communicate sensitively with First Nations peoples
- exceptional communication, engagement and interpersonal skills across a broad range of formats with a proven ability to tailor communications to the audience
- excellent organisational and planning skills, and an ability to work in a fast-paced environment, managing multiple competing priorities at once in tight timeframes
- experience with and/or understanding of First Nations program initiatives

The following attributes, skills and/or experience will also be highly regarded:

- demonstrated capacity to undertake strengths-based, trauma-informed community engagement
- an understanding of, or experience with, community-led place-based approaches, including Justice Reinvestment
- experience working with/within the Coalition of Peaks, community-controlled organisations and Commonwealth and state and territory governments.

Further to the above, ideal candidates for the EL1 level roles will also have:

- well-developed leadership, coaching and mentoring skills
- experience managing complex projects with the ability to manage risks, budgets and resource allocation, and project timelines effectively
- ability to navigate complex government processes and effectively build and maintain strategic relationships.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

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To Apply

Position Contact	Megan Ellis, (02) 6141 5775
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=B9DD05BF-5827-4D44-1C63-DB1EFD05EB72

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Attorney-General's

Vacancy VN-0748870

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 14 October 2024

Intelligence
Intelligence Operations Operational Strategy Branch

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$82,403 - \$101,745
Classification	APS Level 5;APS Level 6
Position Number	5569_08/24_IO
Agency Website	https://www.acic.gov.au/

Job Description

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

Crime is not constrained by international dimensions - the threat to Australia from Transnational Serious and Organised Crime continues to grow. The size of financial rewards, collaboration between global networks and the exploitation of emerging technologies by Serious Organised Crime Groups has increased the scale, complexity and reach of these crime groups. Intelligence Analysts at the ACIC make a leading contribution to combating Transnational Serious and Organised Crime. Your role will include the development, planning, collection and production of unique and incisive intelligence products that drive ACIC intelligence activities and are responsive to partner agency operational outcomes. You will coordinate and focus intelligence collection and analysis using the ACIC Core Capabilities of Advanced Analytics, Coercive Powers, Covert Collection and Intelligence Analysis and Assessments. Your work will involve collaboration with other professionals in police, border, regulatory and intelligence agencies in Australia and overseas.

Over the course of your career you may work across several different threat areas, from illicit drugs to money laundering, cyber crime to government fraud and encrypted criminal communications.

The ACIC currently has Intelligence Analyst vacancies at the APS5 and APS6 levels.

Duties

APS 5

The skills, knowledge, and experience required to successfully perform this role include:

- Demonstrated experience in a tactical or operational intelligence environment including knowledge of intelligence processes, methodologies and techniques
- Demonstrated ability to carry out complex intelligence projects involving research and analysis, high level problem solving and the ability to contribute strongly to strategic thinking to maximise work linkages and opportunities
- Highly developed oral and written communication skills, including the ability to develop and support complex working relationships through collaboration and information sharing
- Well-developed liaison, interpersonal, flexibility, and negotiation skills, including the ability to work independently and positively influence a team environment to promote innovation and achieve results.

APS 6

The skills, knowledge, and experience required to successfully perform this role include:

- Demonstrated experience and leadership in a tactical or operational intelligence environment including knowledge of intelligence processes, methodologies and techniques
- Demonstrated ability to carry out and initiate complex intelligence projects involving research and analysis, high level problem solving and the ability to contribute strongly to strategic thinking to maximise work linkages and opportunities

- Highly developed oral and written communication skills, including the ability to develop and support complex working relationships through collaboration and information sharing and anticipate the needs of partners and stakeholders
- Well-developed people management skills including strong liaison, interpersonal, flexibility, and negotiation skills, including the ability to set clear performance standards that positively influence a team environment to promote innovation and achieve results.

Our ideal candidate

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

- Demonstrated commitment to act with integrity, strive for excellence and seek out innovation
- Experience in intelligence collection and techniques, analysis of complex information and applying strategic thinking to produce intelligence insights in written and oral form to a range of stakeholders
- Demonstrated high degree of information and data literacy skills. This will include the core systems of the ACIC as well as artificial intelligence tools, digital analysis and software applications
- Ability to develop a range of unique and incisive intelligence products that are responsive to partner and stakeholder agency needs and support partners to achieve operational outcomes
- Adept at working with others and the ability to develop and maintain productive relationships which promote information sharing and a common sense of purpose
- Ability to develop and maintain awareness of the Transnational Serious Organised environment to identify threats, crime enablers, networks and nationally significant Serious and Organised Crime
- An understanding of Serious Financial Crime would be beneficial (for some positions).

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC

Essential qualifications

- Relevant tertiary qualifications and/or thematic knowledge of serious and organised crime and the factors that drive, enable and influence crime
- Hold or ability to obtain a minimum national security clearance Negative Vetting Level 1
- Ability to complete the ACIC Criminal Intelligence Development Program.

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#) .

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

To Apply

Position Contact	Darren, 07-32430861
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0748896

Federal Court of Australia

Closing Date:Friday 25 October 2024

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$127,073 - \$138,509
Classification	Executive Level 1
Position Number	0699-09-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

Staff holding the position of Court Child Expert have a statutory appointment to the role of 'family consultant' as defined in Section 11 of the Family Law Act 1975 (Cth), and an authorisation to deliver services as a 'family counsellor' as defined in Section 10 of the Family Law Act 1975 (Cth).

Duties

Key Responsibilities and Duties

- Conducting child-centred preliminary and comprehensive family assessments, including conducting interviews and observations with children.
- Undertaking risk screening and risk assessment to assist in case management, safety planning and the making of decisions that are in the best interest of children.
- Assisting parties to resolve or narrow the issues in dispute between them, including by undertaking parenting dispute resolution conferences in collaboration with a Judicial Registrar.
- Providing evidence to the Courts as an expert witness in the form of written reports and/or oral testimony.
- Providing advice to parties and the Courts regarding external support services for children and families.
- Participating in professional supervision and professional development activities.

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency.
- Minimum five years' relevant clinical experience working with children and families (note this relevant experience must be subsequent to the acquisition of the relevant degree qualification).
- A clearance for working with children as required within the relevant State/Territory scheme.

Eligibility

Selection Criteria

1. Extensive knowledge of child development, and the impact of separation, family violence and abuse, and high conflict on children and families.
2. Extensive clinical experience with children and families, including a demonstrated ability to conduct child-centred, trauma-informed family assessments.
3. Well-developed skills in assisting people to manage and resolve conflict.
4. Demonstrated oral and written skills of a high standard.
5. Willingness and capacity to reflect on one's own clinical practice and to constructively participate in performance feedback, professional supervision and professional development activities.
6. Ability to work effectively as part of a professional team within a legal system, including with court staff, the legal profession and the community services sector.

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

RecruitAbility

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

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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About the Federal Court of Australia

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

To Apply

Position Contact	Charlotte Morrison, (02) 6113 9451
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0748623

Department of Defence

Closing Date:Monday 14 October 2024

Defence Science and Technology Group
Sensors and Effectors

Job Title	Electro-optic (EO) Systems Researcher/Technologist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$76,277 - \$104,753
Classification	
Position Number	DSTG/08028/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=06D8BEF3-B33A-6619-D8A3-DB1E4B1E00BA>

Duties

The Role
The EO System Researcher/Technologist, under limited guidance, undertake scientific experimentation and engineering activities within the EO domain to support the vulnerability assessment of complex EO systems and technologies. Will work as part of a multi-disciplinary team developing new knowledge in prototype systems and technologies for the estimation of sensors and effectors through undertaking applied research, experimentation, and the development of innovative techniques.

Key Requirements
Under guidance:

- Apply experimental, analytical and or research activities to develop capabilities for the vulnerability assessment of complex systems and technologies,
- Apply knowledge, principles and techniques in physics, optical design, and/or engineering in complex EO based laboratory experimentation,
- Work collaboratively in teams of APS and contracted staff and support the development of initiatives including the provision of functional knowledge on complex EO systems in support of research and analysis activities.

About our Team
Sensors and Effectors leads the impetus for innovation within Australian force operations by

providing science and technology advice about equipment, personnel and processes.

One of the key roles of the Science and Technology Capability (STC), Vulnerability Assessment and Protection (VAP) Group, is to undertake research and development in Scientific and Technical Intelligence (STI) technologies and techniques to understand current and future threats and protect Australian interests.

Our Ideal Candidate

Collaborate with R&D partners in academia, industry, and other international government research labs to progress and meet agreed deliverables as part of international workshare programs.

Report on the progress and outcomes of activities through high quality scientific and engineering reports including briefs and presentations.

Manage facilities and allocated resources, set work area priorities, and ensure S&T deliverables are met in a timely manner.

Knowledge, familiarity and experience in one or more of:

- Imaging systems, cameras, detectors, lasers (up to class 3B), power meters, beam analysers etc.
- Microscopy.
- Software programming languages such as Python and MATLAB.
- The use of electronic test, data acquisition and control equipment.
- Signal processing or software/firmware/Field Programmable Gate Array (FPGA) analysis techniques

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Mandatory Qualifications

- Academic qualifications in one or more of Science (Physics/Photonics), Electronic Engineering or closely related disciplines or fields of research; or
- Relevant vocational qualifications; or Relevant skills and work experience.
- Willingness to undertake Laser Safety Operator Training level 2 (LSO2).

Notes

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To Apply

Position Contact	Efisio Mancini, 08 8393 2338
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=06D8BEF3-B33A-6619-D8A3-DB1E4B1E00BA

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Defence

Vacancy VN-0748638

Department of Defence

Closing Date:Monday 14 October 2024

Defence Science and Technology Group
Sensors and Effectors

Job Title	Radio Frequency (RF) Systems Researcher/Technologist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$76,277 - \$104,753
Classification	
Position Number	DSTG/08024/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=66849A7B-C893-E686-367D-DB1E4AC803B8>

Duties

The Role
The Radio Frequency (RF) System Researcher/Technologist will, under limited guidance, undertake scientific experimentation and engineering activities within the RF domain to support the vulnerability assessment of complex RF systems and technologies. They will work as part of a multi-disciplinary team to undertake the analysis of radar and RF system performance through instrumentation, electronics, and algorithm and signal processing analysis. The RF Researcher/Technologist will undertake applied research and experimentation to develop insights into the complex system interactions of these elements.

Key Requirements
Under guidance:

- Apply experimental and analytical techniques or conduct research activities to develop capabilities for the vulnerability assessment of complex systems and technologies.
- Apply knowledge, principles and techniques in RF measurement, test instrument control and/or engineering in complex RF based laboratory experimentation.
- Work collaboratively in teams of APS and contracted staff to support research and analysis activities.

About our Team

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Our Ideal Candidate

- Collaborate with R&D partners in academia, industry, and other international government research laboratories to progress and meet agreed deliverables as part of international workshare programs.
- Report on the progress and outcomes of activities through high quality scientific and engineering reports including briefs and presentations.
- Manage facilities and allocated resources, set work area priorities, and ensure S&T deliverables are met in a timely manner.

Highly Desirable Knowledge, familiarity and experience in one or more of:

- RF systems.
- The use of electronic test, data acquisition and control equipment.
- Software programming languages such as, Python, MATLAB and/or LabVIEW.
- Signal processing or software/firmware/Field Programmable Gate Array (FPGA) analysis techniques

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

Mandatory Qualifications

- Academic qualifications in one or more of Science (Physics)/Electrical Engineering/Electronic Engineering/Mechatronic Engineering or closely related disciplines or fields of research; or
- Relevant vocational qualifications; or
- Relevant skills and work experience.
- Willingness to undertake RF operation and safety (on job) training.

Notes

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To Apply

Position Contact	Michael Swann, 08 8393 2672
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=66849A7B-C893-E686-367D-DB1E4AC803B8

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Defence

Vacancy VN-0748639

Department of Defence

Closing Date:Monday 14 October 2024

Defence Science and Technology Group
Sensors and Effectors

Job Title	Equipment Design and Fabrication Technician
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$76,277 - \$104,753
Classification	
Position Number	DSTG/07826/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=15B5D63B-117C-AA79-8A76-DB1E49CDB8B2>

Duties

The Role

As the Equipment Design and Fabrication Technician, you will:

- Manage the design, production and assembly of high speed digital and RF PCBs, and mechanical assemblies for equipment;
- Conduct and produce designs of analogue electronic components such as novel broadband low-noise amplifiers, power-amplifiers, filters, frequency converters and associated antennas; and
- Assist in managing drawing office activities, ensuring outputs are delivered in required timeframes in accordance with appropriate quality and technical standards.

About our Team

Sensors and Effectors leads the impetus for innovation within Australian force operations by providing science and technology advice about equipment, personnel and processes. The Surveillance Systems (SS) Major Science and Technology Capability (MSTC) within DST Group's Sensors and Effectors Division (SED) drives the application of science and technology to solve problems and deliver solutions for the Australian Government and the Australian Defence Force (ADF) and improve their capabilities in radar surveillance.

The High Frequency Systems STC supports the Jindalee Operational Radar Network (JORN), comprising three over-the-horizon radars operated by the Royal Australian Air Force to protect Australia's northern approaches. This support is achieved through multi-disciplinary research and sophisticated experimentation for radars operating in the High Frequency spectral band. HFS develop systems utilising combinations of propagation modes, and systems that characterise the ionosphere. Applications include the detection and tracking of air and surface targets, and missile defence.

Our Ideal Candidate

The ideal candidate will be able to:

- Work collaboratively within a small, multi-disciplinary team to help define and solve R&D problems;
- Have experience managing procurement of electronic components and services by external suppliers;
- Maintain configuration management and archiving facilities in accordance with Defence Science and Technology (DSTG) records management policies;
- Provide direction to technical staff assembling electronic and mechanical equipment; and
- Enhance science and technology (S&T) capability through targeted collaboration with other DST Group teams, academia, industry and other research organisations.

Eligibility

Security Clearance

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

Mandatory Qualifications

A trade certificate in electronic and mechanical CAD, Diploma Electronic Engineering and/or significant knowledge and experience relevant to subject matter.

Notes

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

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To Apply

Position Contact	David Holdsworth, 08 8393 4539
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=15B5D63B-117C-AA79-8A76-DB1E49CDB8B2

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Defence

Vacancy VN-0748644

Department of Defence

Closing Date:Monday 14 October 2024

Army
1st Division

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ARMY/08164/24
Agency Website	

Duties

The Role

The APS 6 Work Health and Safety Officer will be required to:

- Ensure Headquarters 1st Brigade (1 BDE) compliance with Commonwealth Work Health and Safety (WHS) legislation, and Defence policies.
- Provide specialist WHS advice to the command personnel and WHS representatives.
- Conduct WHS audits.
- Report on and manage the corrective actions on the outcomes of all WHS audits – internal and external.
- Implement all audit recommendations and regulatory requirements (includes COMCARE and DRSA).
- Providing safety management support to training, exercises, operations and other activities.
- Represent 1 BDE at Safety Committee meetings.
- Promote a positive WHS culture within Robertson Barracks, to include delivery of WHS training, review common trends and consulting with key stakeholders to achieve successful outcomes.
- Provide WHS Updates, reports and analytical data to support organisational activities and risk mitigation strategies.
- Provide updates on unit workplaces, plant, equipment, materials or safety hazards.
- Attend training and development to maintain WHS compliance and continual self-development to continual WHS knowledge, updates and understanding.

About our Team

Headquarters 1st Brigade is a dynamic team environment that is responsible for commanding and coordinating Unit's within the Brigade. The Brigade is currently undergoing an active Force Modernisation process that is seeing it transition to a Littoral Manoeuvre force to meet requirements of the Defence Strategic Review. As a result, there is considerable change underway with the staff focusing on preparing for this new role.

The Brigade also conducts a considerable number of Security Engagement activities with regional partners. This sees the Brigade both deploy personnel across the region and host members of foreign militaries for various exercises and activities. The Brigade has a strong relationship with the US Marines through the regular rotation of Marine elements through the NT. Overall, 1 Brigade has a diverse number of activities it conducts on a regular basis and is a rewarding and innovative work environment.

Our Ideal Candidate

Our ideal candidate:

- Has excellent written and verbal communication skills.
- Can establish and maintain productive working relationships across a broad range of stakeholders.
- Has a demonstrated ability to interpret policy, develop, and deliver solutions to complex WHS issues.
- Is a self-starter that is able to prioritise work, manage time and conflicting deadlines and work proactively with limited direction.
- Understands, or has the ability to develop an understanding of, the unique requirements of working within an active military environment.
- Is willing to upskill where necessary in areas relating to emerging Defence WHS policy.
- Has a background in WHS.

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

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

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To Apply

Position Contact	Mark Jones, 08 7971 3686
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17315C67-849B-2CCA-7D94-DB1E836E3834

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Defence

Vacancy VN-0748646

Department of Defence

Closing Date:Monday 21 October 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	C-Band Radar Deputy Sustainment Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/08170/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A499DC63-C1A9-EBD3-7258-DB1E83664A4F>

Duties

The Role

Are you looking for an opportunity in a challenging and highly complex enterprise? An exciting opportunity exists for a junior project manager to join the new Space Domain Awareness and Control Systems Program Office (SDACSPO) to work on the C-band Radar capability.

The C-Band Radar Deputy Sustainment Manager will be responsible for liaising with all levels of the CoA product team and wider stakeholder community in order to manage and coordinate day to day availability of the capability. This position requires knowledge and appropriate experience in managing small engineering and technical projects, short term budgets and schedules.

About our Team

Space Domain Awareness and Control Systems Program Office (SDACSPO) organisationally sits in the Space Systems Branch, under Air Defence and Space Systems Division in CASG. The Systems Program Office manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international enterprise partners and suppliers, consisting of both foreign governments and industry, to provide support to the Capability Manager.

This demands a strong understanding of domestic and international space domain government frameworks and controls within the team. The SDACSPO team comprises of professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel.

The team works from offices at Defence Science and Technology Edinburgh in Adelaide and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

SDACSPO is seeking a highly motivated project engineer interested in delivering strategically significant capability to the ADF.

The ideal candidate will:

- Be responsive and enthusiastic with strong self-initiative and communication skills.
- Be able to work as part of a large cohesive team, with industry and with international partners.
- Need excellent attention to detail and ability to prioritise tasks.

As part of this role you will be responsible for the following activities:

- Accountable to contribute to the development and maintenance of product planning and performance processes in accordance with agreed procedures and performance standards.

- Apply project management methodologies to administrative and technical activities.
- Research, draft and prepare briefs, correspondence and reports including submissions for committee consideration.
- Engage with relevant stakeholders and understand their expectations and concerns.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

Eligibility

Security Clearance

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

Mandatory Qualifications

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Kevin Corney, 08 7375 4864
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A499DC63-C1A9-EBD3-7258-DB1E83664A4F

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Defence Science and Technology Group
Sensors and Effectors

Job Title	Signal Processing Researcher
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$76,277 - \$104,753
Classification	
Position Number	DSTG/08093/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=17746B9B-D1DD-7E06-5AAC-DB1E831219D3>

Duties

The Role

We are seeking a researcher in signal processing for High Frequency (HF) radar systems. You will work collaboratively in a multidisciplinary team to develop innovative signal processing algorithms and electronic protection techniques to support and protect HF radar systems.

As a researcher in signal processing, you will:

- Develop innovative signal processing algorithms and electronic protection techniques and work collaboratively with other researchers and engineers to practically integrate them into experimental and operational HF radar systems.
- Use scientific or technical knowledge to recommend the most effective solutions to achieve outcomes.
- Participate in trials to assess performance of HF radar systems.
- Deliver high quality technical reporting including journal publications, briefs and presentations.
- Work closely with industry to transition new signal processing algorithms and electronic protection techniques developed by DSTG into operational capabilities for the ADF.
- Support science and technology (S&T) capability through collaboration with other teams and stakeholders including academia, industry and external research organisations.

About our Team

The RF Sensing and Electromagnetic Warfare (RFS&EW) Major Science and Technology Capability (MSTC) within DSTG’s Sensors and Effectors Division (SED) drives the application of science and technology to deliver advice and solutions in RF sensing and EW that enhance current and future Defence operational capabilities.

The HF Sensing & Protection STC within the RFS&EW MSTC drives multi-disciplinary research and sophisticated experimentation to develop and demonstrate advanced active and passive HF sensing capabilities. It has a strong focus in building operational demonstrators to practically

demonstrate advanced radar detection and tracking, electronic protection and mission level protection and to inform Defence acquisitions. It collaborates with industry partners to transition innovative technologies into operational capabilities.

Our Ideal Candidate

We are looking for a motivated team player with a passion in developing signal processing algorithms and transitioning them into operational capabilities for the ADF.

To succeed in this role, you must be able to demonstrate the following:

- Experience in developing signal processing algorithms.
- Ability to apply scientific, technical and/or engineering techniques to solve complex problems.
- Ability to work independently and as an inclusive team member, valuing diversity of ideas.
- Ability to build good stakeholder relationships.
- Experience with coding in languages such as Matlab/Octave, Python, and/or C++.

Eligibility

Security Clearance

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

Mandatory Qualifications

Academic qualifications in one or more of the following related fields of research; or relevant skills and work experience:

[Ref 1297.0 ANZSRC Fields of Research 2020](#)

- Division 40 – Engineering: Electrical Engineering, Electronics, Sensors & Digital Hardware, Geomatic Engineering, Other Engineering.
- Division 46 – Information & Computing Sciences: Artificial Intelligence, Data Management & Data Science, Distributed Computing & Systems Software, Information Systems.
- Division 51 – Physical Sciences: Quantum Physics.

Notes

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To Apply

Position Contact	Dr Van Khanh Nguyen, 08 8393 4051
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17746B9B-D1DD-7E06-5AAC-DB1E831219D3

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Defence

Vacancy VN-0748654

Department of Defence

Closing Date:Monday 14 October 2024

Army
Aviation Command

Job Title	Learning and Development Officer
Job Type	Full-Time, Ongoing
Location	Oakey QLD
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/08059/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=36824EEC-74F6-1FD2-D1D8-DB1E83B77397>

Duties

The Role
This role offers a unique opportunity to contribute as a key member of the Rotary Wing Aircraft Maintenance School (RAMS) Quality Cell. The position plays a vital role in assisting with the management of the Defence Apprenticeship program and Quality Systems Management of RAMS training.

As the Learning Development Officer (LDO), you will assist the RAMS Quality Manager in managing the Defence Apprenticeship program, conduct Quality Audits, and complete Learning Reviews. You will manage Army Aeroskills Technicians through the Defence Apprenticeships program by processing trainee qualifications to Defence RTO and finalising Defence Apprenticeships through Training Services NSW.

In conjunction with the RAMS Quality Manager, you will be conducting audits of RAMS Standard Operating Procedures, and monitoring compliance with the Army Training Manual and Defence Aviation Safety Authority. You will be accountable to ensure you have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

About our Team

The role of the Rotary Wing Aircraft Maintenance School is to provide class leading technical aviation training in order to graduate operationally focused, competent and resilient personnel, who are able to conduct safe and effective aircraft maintenance and engineering in support of the Army Aviation capability.

The Rotary Wing Aircraft Maintenance School is a highly-skilled and experienced cohort of Defence, APS and industry professionals. The climate within the team espouses an adult workplace environment and a respectful open discourse between its members. Beyond the broader Defence Values, the team places large emphasis on initiative, attention to detail, flexibility, effective communications, trust and teamwork.

Our Ideal Candidate

RAMS is seeking a highly motivated person, with a strong service delivery focus. RAMS adheres proudly to the Defence Values and expects the same from the successful candidate.

- Work collaboratively as part of a team and autonomously;
- Be adaptable, flexible and comfortable during change;
- Must possess a high degree of digital literacy, and previous knowledge of Aeroskills training and the Defence Aviation Safety Regulations is desirable;
- Have knowledge of or the ability to quickly learn about the Defence Apprenticeship program including roles of Air Force Training Group and Defence RTO in the Defence Apprenticeship program;
- Requires strong analytical and administrative competencies to meet the unique demands of the position;
- Excellent written and verbal communication skills;
- Attention to detail; and
- An ability to establish, foster and maintain collaborative relationships across the Army Aviation capability, the Defence enterprise and external stakeholders.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	WO1 Michael Wardill, 02 8108 5625
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=36824EEC-74F6-1FD2-D1D8-DB1E83B77397

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Defence

Vacancy VN-0748668

Department of Defence

Closing Date:Monday 07 October 2024

Associate Secretary Group
Ministerial & Executive Coordination & Communication

Job Title	Photographer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ASG/08202/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3E9C786C-3E9F-B57E-F937-DB1E84A39FF8>

Duties

The Role

As the APS 6 Photographer, you will be primarily responsible for co-leading Defence's central stills imagery section, managing a dynamic and fast-paced workload that supports public affairs, senior Defence leadership, and Defence Ministers. You will oversee the daily workflow of the imagery team, manage photographic tasks, handle copyright issues, prioritise requests for support, and liaise with key stakeholders.

You will ensure that technical and metadata standards are upheld, provide quality assurance, and coordinate the timely release of imagery and public affairs content. Additionally, you will manage Defence's digital asset management system and provide training to personnel.

This role involves occasional after-hours and weekend work as part of the team's on-call roster. Occasional travel, sometimes at short notice, is also required.

About our Team

The Defence Digital Media (DDM) team provides critical imagery support aligned with Defence Australia's mission to inform, engage, and enhance the nation's defence through transparent and effective communication. The team's primary function is to deliver high-quality imagery for internal communication, public affairs, and media.

DDM coordinates imagery collation for major operations and events like Anzac Day, while also managing the Defence Image Gallery and Defence YouTube channel. They ensure all imagery meets strict technical and metadata standards and oversee the distribution of cleared imagery to Defence leadership, ministerial offices, and media outlets. Additionally, the team provides technical guidance to Defence camera teams, manages copyright for external requests, and leads the national Digital Signage pilot.

Our Ideal Candidate

The ideal candidate for the APS 6 Photographer role will have proven experience in digital photography, particularly in public affairs and news photography, along with strong technical skills. They should possess the ability to provide feedback and guidance to others within Defence's public affairs workforce, ensuring high standards are maintained across the team. An in-depth understanding of photographic requirements, including metadata standards, copyright regulations, and digital asset management systems, is essential.

Experience with ENG and/or video production is advantageous. The candidate must demonstrate excellent verbal and written communication skills, the ability to manage competing priorities under pressure, and a proven track record of meeting tight deadlines. They should also excel at building positive relationships with diverse stakeholders, including high-level executives and leadership.

Eligibility

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

Notes

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To Apply

Position Contact	Dean Halpin, 0437 760 157
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E9C786C-3E9F-B57E-F937-DB1E84A39FF8

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Defence

Vacancy VN-0748675

Job Title	Digital Systems Researcher/Technologist Specialist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$115,899 - \$130,733
Classification	
Position Number	DSTG/08018/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7549E2AC-E98C-70DA-059E-DB1E49E777FA>

Duties

The Role

The Digital System Specialist will, under limited guidance, undertake applied research, scientific experimentation and engineering activities with FPGA and associated electronics technologies to support the vulnerability assessment of complex digital systems. Will lead and work as part of a multi-disciplinary team undertaking the analysis and evaluation of exemplar/prototype digital systems electronics, algorithms, and software. Collaborate with partners in academia, industry, and other international government research labs to progress the state-of-the-art. Work with Applied Specialists and Discipline Leaders to ensure R&D capabilities/activities are aligned with Defence IS&T priorities.

Key requirements:

- Work with broad direction and be accountable to plan, lead and manage complex electronic, microelectronic, FPGA, and or software system design, evaluation, and assessment activities.
- Fundamental knowledge and experience in one or more of the following fields:
 - Electronics design / electronic design automation (EDA) tools/ test and verification
 - FPGA and/or microelectronics system design
 - Prototype development and failure analysis

Candidates must be willing to obtain a TSPV Clearance and pass the Defence Intelligence Suitability Assessment (DISA) process.

About our Team

Sensors and Effectors leads the impetus for innovation within Australian force operations by providing science and technology advice about equipment, personnel, and processes.

One of the key roles of the Science and Technology Capability (STC), Vulnerability Assessment and Protection (VAP) Group, is to undertake research and development in Scientific and Technical Intelligence (STI) technologies and techniques to understand current and future threats and protect Australian interests.

Our Ideal Candidate

Use Initiative, curiosity, scientific integrity, and engineering pragmatism to apply research and engineering approaches to solving complex problems.

Provide leadership and execute duties necessary to maintain a safe and effective S&T test and

evaluation laboratory, including learning and complying with procedures, legislative, policy and regulatory frameworks.

Report on the progress and outcomes of technical activities through high quality reports, briefs and presentations to senior Defence, Industry, and other Government personnel.

Highly Desirable:

- Experience in the use and modification of scientific equipment to extend capabilities, prototype development, knowledge of electronics failure analysis tools and techniques, assured hardware design.
- Experience in novel techniques that require an understanding of the fundamentals across a range of physical fields including micro-electronics, analytical, test and evaluation.
- Experience in critical analysis of FPGA code including test-benching, functional validation, and verification by utilizing experimental R&D tools.
- Understanding of Verilog and VHDL, and processes with test benching designs.

Eligibility

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

Mandatory Qualifications
Academic qualifications (Bachelor to PHD) in one or more of Science, Electrical/Electronic Engineering, Computer Science, Physics or closely related disciplines or fields of research; or· Relevant vocational qualifications; or· Relevant skills and work experience

Notes

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To Apply

Position Contact	Samuel Fox, 08 8393 2925
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7549E2AC-E98C-70DA-059E-DB1E49E777FA

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Defence

Vacancy VN-0748681

Department of Defence

Closing Date:Monday 21 October 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	OPIR Deputy Sustainment Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/08188/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=86A786C9-533B-6E9C-8CAC-DB1E8543F342>

Duties

The Role

Are you looking for an opportunity in a challenging and highly complex enterprise? An exciting opportunity exists for a junior project manager to join the new Space Domain Awareness and Control Systems Program Office (SDACSPO) to work on the Overhead Persistent Infrared capability (OPIR).

The OPIR Deputy Sustainment Manager will be responsible for liaising with all levels of the CoA product team and wider stakeholder community in order to manage and coordinate day to day availability of the capability.

This position requires knowledge and appropriate experience in managing small engineering projects, short term budgets and schedules.

Occasional travel to remote locations may be required.

About our Team

Space Domain Awareness and Control Systems Program Office (SDACSPO) organisationally sits in the Space Systems Branch, under Air Defence and Space Systems Division in the Capability Acquisition and Sustainment Group (CASG).

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

The SDACSPO team comprises of professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel.

The team works from offices at Defence Science and Technology Edinburgh in Adelaide and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

SDACSPO is seeking a highly motivated Project Manager interested in delivering strategically significant capability to the ADF.

The ideal candidate will be responsive and enthusiastic with strong self-initiative and communication skills. They will be suited to working as part of a large cohesive team, with industry and with international partners. They will also need excellent attention to detail and ability to prioritise tasks.

As part of this role you will be responsible for the following activities:

- Accountable to contribute to the development and maintenance of product planning and performance processes in accordance with agreed procedures and performance standards.
- Apply project management methodologies to administrative and technical activities.
- Research, draft and prepare briefs, correspondence and reports including submissions for committee consideration.
- Engage with relevant stakeholders and understand their expectations and concerns.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Kevin Corney, 08 7375 4864
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=86A786C9-533B-6E9C-8CAC-DB1E8543F342

Defence

Vacancy VN-0748695

Department of Defence

Closing Date:Monday 14 October 2024

Security and Estate Group
Defence Security

Job Title	Security Manager – Security Division
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	SEG/07978/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C7DA3878-41AC-AE20-7ABD-DB1E8699AB43>

Duties

The Role
The Defence Security Division (DSD) is seeking skilled Security Managers to manage security services and functions across the Division that directly support Defence's mission to defend Australia and its national interests. These various roles will provide the opportunity to make a significant impact on Defence's security outcomes.

As an EL1 Security Manager you will oversee a team, function and/or service in a protective security environment. Your key responsibilities may include, but are not limited to:

- Leading a team by managing workflow, allocating resources, and setting priorities;
- Providing security advice to stakeholders and support the implementation of security policies, practices and procedures underpinned by knowledge of legislative frameworks, government decision-making, and policy development and implementation;
- Delivering complex security policy, intelligence, protective and regulatory outcomes;
- Exercising a considerable degree of independence, requiring demonstrated sound decision making and judgement;
- Problem solving and issues management;
- Coordination and management of sensitive projects that impact on strategic, political or operational outcomes for Defence; and/or
- Delivering Defence's investigative response into complex and sensitive security incidents in accordance with the Commonwealth's Protective Security Policy Framework, the Defence Security Principles Framework and the Australian Government Investigations Standard.

If you are passionate about safeguarding Australia's national interest and assets, and working in fast-paced environment that is inclusive, supportive, values your contributions, supports your

professional development and provides flexible working options, then Defence Security is the workplace for you.

About our Team

The Defence Security Division provides adaptable security services to Defence and Defence industry, and provides timely, considered guidance to all Defence employees. The division comprises of four branches that support Defence's mission and the integrated, focused force that is outlined in the 2024 National Defence Strategy:

Australian Government Security Vetting Agency (AGSVA): The cornerstone of national security, AGSVA conducts the majority of Australia's Security clearance vetting. This role is crucial not just to Defence, but to the whole of Australian Government, with AGSVA supporting 1100 Federal, State and Territory Government agencies and industry partners. Join us in safeguarding Australia's interests by ensuring a trusted workforce for government and industry partners, mitigating insider threats with world-leading vetting services.

Defence Industry Security Branch (DISB): At the heart of the Defence Industry Security Program (DISP), DISB manages memberships, conducts audits, and helps Australian businesses deliver secure Defence capability and service, by providing security advice, support services, and helping DISP members better understand and manage security risks across their businesses. DISB collaborates with leading agencies to enhance industry security, shaping a secure future for our national defence capabilities.

Security Policy and Services (SPS) Branch: Secures Defence through the delivery of security strategy and policy, international security agreements and treaties, security governance, and foreign work authorisations. Your work with SPS will elevate national security standards, contribute to whole-of-government initiatives to uplift national security and foster a culture of security awareness.

Security Threat and Assurance (STA) Branch: STA works closely with our law enforcement and intelligence partners, such as the Australian Federal Police, state police and the Australian Security Intelligence Organisation, to better understand security threats to Defence. To achieve the Security Threat and Assurance mission, objectives and performance targets, the branch delivers:

- Security intelligence and threat advice;
- Security incident response and investigation;
- Counter-Intelligence and Insider Threat risk management and investigations;
- Security risk and assurance activities;
- Physical security certification and accreditation services;
- Technical Surveillance and Countermeasures activities; and
- Development and management of the Defence Insider Threat program.

Our Ideal Candidate

To be our ideal candidate, we're seeking Security Managers who possess a range of the following qualities to fill vacancies across our division:

- Able to convey critical security information effectively and build trust with stakeholders at all levels, ensuring that security policies and procedures are understood and followed.
- Demonstrated capability in leading teams through complex security challenges, coordinating efforts across geographically dispersed teams, and ensuring outcomes align with security objectives and policies.

- Proficient in articulating security concerns, drafting detailed reports, and developing clear security guidelines to ensure all stakeholders are informed and compliant with security measures.
- Skilled in overseeing personnel, setting standards for behaviour and performance, and implementing strategies to address security risks and improve outcomes.
- Capable of assessing complex incidents, prioritising tasks effectively, and devising strategic solutions to mitigate risks and address security challenges.
- Comfortable with identifying, assessing, and managing potential risks, and making informed decisions to safeguard assets and information.
- Proficient in collaborating with various internal and external stakeholders, including to very senior levels, to ensure comprehensive security solutions.
- Building and maintaining strong interpersonal relationships should come naturally to you.

To be considered for a security investigations-related role, demonstrated ability to exercising both initiative and judgement in the interpretation of Commonwealth policy and legislation, as well as Defence security policy, to guide and deliver the investigative process and make recommendations in response to investigative findings.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Carlos Grande, 02 6192 7341
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C7DA3878-41AC-AE20-7ABD-DB1E8699AB43

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Defence

Vacancy VN-0748727

Department of Defence

Closing Date:Monday 14 October 2024

Capability Acquisition and Sustainment Group
Strategy, Planning and Independent Assurance

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/08230/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4DB00340-6670-D4CE-B86B-DB1EBE6842B2>

Duties

The Role
The Strategy and Planning Branch within the Strategy, Planning and Independent Assurance Division, Capability Acquisition Sustainment Group (CASG) are seeking to fill several APS 6 positions to support initiatives within the Project and Product Risk Management team.

APS 6 Project Support Officers will have a considerable level of stakeholder engagement in relation to complex issues. They will:

- Be required to identify, anticipate and respond to stakeholders’ needs and expectations to achieve Branch, Group, and Defence outcomes.
- Exercise both initiative and judgement in the interpretation of policy, and in the application of practices and procedures.
- Contribute to providing detailed professional project and policy advice in relation to policy development and risk management.
- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.
- Be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

Strategy and Planning Branch is responsible for best practice in Program, Project and Product Management and for leading and defining new ways of doing business that is responsive to Defence's future capability requirements.

The Project and Product Risk Management team within Strategy and Planning Branch are leading improvements in Project Management & Project Controls, to strengthen CASG’s Risk Management framework.

Our Ideal Candidate

Our ideal candidates will be positive team players with a willingness to learn, possess strong attention to detail, be able to adapt efficiently to changes in workload, and be committed to providing consistent high-quality support to various Branch initiatives.

If you also possess the following skills, then we encourage you to apply:

- The ability to actively engage, collaborate, and sustain effective relationships with team members and external stakeholders;
- The ability to understand and apply relevant policy and procedures to resolve problems using expertise, taking the initiative to identify alternative courses of action;
- Have sound analytical skills to develop and recommend options that achieve optimal Defence outcomes;
- Strong communication skills with the ability to structure messages, both orally and in writing to clearly and succinctly deliver business requirements; and
- Strong task management and prioritisation skills to provide support and facilitate administrative and coordination requirements.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Office of AS CASG Strategy and Planning, 0457 901 931
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4DB00340-6670-D4CE-B86B-DB1EBE6842B2

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Defence

Vacancy VN-0748768

Department of Defence

Closing Date:Monday 28 October 2024

Defence People Group
Joint Health Command

Job Title	Assistant Director Data Management Systems
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DPG/08120/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=8E30775A-2C74-7C35-7B6B-DB1EC1793A9F>

Duties

The Role
The Australian Defence Force (ADF) offers more than 150 different jobs, some of which are considered particularly complex and/or high risk from a psychological standpoint, including roles in Aviation, Intelligence, Cyber Warfare, Submarine Warfare, and Special Forces. Applicants for these complex roles undergo targeted psychological assessments as part of their selection process.

This position is responsible for managing the ongoing development and maintenance of data capture and management tools and systems/applications that support and enable validation of ADF selection processes and standards, and the conduct of ADF mental health surveillance activities and research. The incumbent will manage a small team of APS, ADF and Defence contractors. The position will also be responsible for managing the procurement of the Directorate's labour hire and ICT procurement requirements. The incumbent will liaise with and provide expert advice to the Director and other Team Leaders regarding solutions to their data management issues.

About our Team
The Data Management Systems team develops and maintains a range of ICT systems and applications designed to facilitate the collection and management of health-related data arising from programs such as Occupational Suitability Assessments (OSA) and Mental Health Surveillance. This data enables the validation and evaluation of policies, procedures and standards that underpin the conduct of the OSA psychology assessment, and the conduct of post-operational mental health surveillance.

These functions are integral to the ADF's ability to optimise its human capability through effective recruitment and management, by (a) ensuring those we recruit are a good 'fit' with both the ADF and their preferred occupation, and (b) contributing to the ADF's ability to manage the mental health and wellbeing of ADF members appropriately.

We offer flexible, family-friendly working arrangements with opportunities for part-time and home-based work. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

The ICT and data landscape within which Defence operates is complex and challenging - resources are likely to become tighter, and the need for technical innovation greater. In developing solutions to data capture and management issues, our ideal candidate will need to possess the following attributes:

- Knowledge of and experience in data management systems and data governance
- Knowledge of and experience in procurement and contract management in the ICT environment
- Strong communication and negotiation skills, especially the ability to liaise and work with researchers and data managers to develop a sound understanding of their data requirements
- Ability to influence, negotiate and collaborate with stakeholders at all levels to identify best fit solutions
- Ability to respond flexibly to changing situations to ensure the success and timeliness of key deliverables
- Experience building and leading teams, including mentoring and building expertise
- An understanding of cloud technologies, database systems and application security, and the ability to communicate effectively with a range of both technical and non-technical stakeholders

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Geoff Gallas, 02 6203 6414 / 0467 736 165
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E30775A-2C74-7C35-7B6B-DB1EC1793A9F

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Education, Skills and Employment

Vacancy VN-0748876

National Gallery of Australia

Closing Date: Sunday 13 October 2024

Artistic Program
Conservation/Registration

Job Title	Art Services Manager
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$89,133 - \$103,028
Classification	APS Level 6
Position Number	NEW
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

Do you have strong organisational skills and an ability to build effective working relationships to achieve positive outcomes? Do you thrive in a fast-paced environment and enjoy a challenge?

This is an ideal opportunity to work as part of the Artistic Programs Portfolio, supporting priority projects and providing high level support to the Head of Conservation & Registration. You will be given the opportunity to positively contribute to business improvement process that will elevate the support of the Head of Conservation & Registration and shape the future of the National Gallery.

In this role you will support the Conservation and Registration teams in the administration, coordination and management of projects and reporting. You will work with stakeholders to understand their and concerns in order to support them in meeting business requirements and objectives.

This position reports to the Head of Conservation & Registration and is responsible for a range of advisory and administrative tasks that cover the full spectrum of matters relating to Conservation and Registration at the National Gallery of Australia.

Duties

In accordance with the APS 6 work level standards, you will:

- Provide pro-active, high level confidential administrative and operational support to the Head of Conservation & Registration, across the full range of activities undertaken by the Artistic Programs portfolio.
- Identify, develop, implement and maintain strategies, structures and systems to ensure the provision of effective and efficient support to the Head Conservation & Registration are provided.

- Undertake planning, scheduling, and management of approvals, relationships, correspondence and functions, internally and externally to the Gallery, to ensure that deadlines are met, the highest quality is maintained, and clarity is communicated.
- Research, analyse, prepare and coordinate briefing notes, reports, advice and requests.
- Act as the key liaison for a range of internal departments and external stakeholders to ensure that the Head of Conservation & Registration and National Gallery of Australia are represented in an exemplary manner.

Eligibility

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

Police Check: to be eligible for this role you must complete a police check.

Notes

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form as well](#) .

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Elizabeth Smith, +61 2 6240 6787
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Corporate
ICT Operations Cyber

Job Title	Cyber Security Engineer, Cyber Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA, Canberra ACT, Hobart TAS
Salary	\$92,970 - \$104,883
Classification	APS Level 6
Position Number	TBA
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=A9ECCDB0-7144-9CEB-7B2D-DB1F35C8E79B>

The Cyber Security Engineer, Cyber Operations, is a critical technical role within the Commission. Reporting to the Assistant Director, Cyber Operations, the Cyber Security Engineers are responsible for deploying, tuning, and maintaining the Commission's Cyber Security Controls Framework. This framework is guided by the Australian Cyber Security Centre (ACSC) Essential 8 (Maturity Level 3) and conforms to ISO27001:2022 standards.

The roles support the continuing Cyber Uplift Program, a multi-year initiative aimed at enhancing operational efficiency, control effectiveness, and optimising reporting processes through the implementation of best-of-breed technical controls and efficient Governance, Risk and Compliance (GRC) processes.

Duties

The duties of a Cyber Security Engineer, supported by the broader Cyber Operations Team, may include, but are not limited to:

1. Control Framework Deployment and Maintenance

- Deploy, tune, and maintain the Commission's Cyber Security Controls Framework in collaboration with operational teams.
- Ensure alignment with ACSC Essential 8 (Maturity Level 3) guidelines and ISO27001:2022 standards.

2. Technical Control Implementation

- Implement and manage technical controls across various cybersecurity domains including SIEM, SOAR, Continuous Compliance, Vulnerability Management, GRC, PAM, and MFA.
- Continuously optimise and update security controls to enhance operational efficiency and control effectiveness.

3. Vulnerability Management

- Conduct regular vulnerability assessments using tools such as Tenable.

- Analyse vulnerability assessment results and coordinate remediation efforts to mitigate identified risks.

4. Incident Response and Monitoring

- Monitor security alerts and logs from various cybersecurity tools and systems.
- Respond to security incidents, conduct investigations, and coordinate incident response activities.

5. Security Operations and Maintenance

- Oversee the day-to-day operations of cybersecurity tools and systems, ensuring they are functioning optimally.
- Perform routine maintenance, updates, and patches to keep systems secure and current.

6. Stakeholder Engagement and Collaboration

- Work closely with internal and external stakeholders, including vendors and the ACSC, to ensure cybersecurity services are aligned with organisational needs and compliance requirements.
- Collaborate with cross-functional teams to support cybersecurity initiatives and projects.

7. Governance, Risk and Compliance (GRC)

- Contribute to the development and maintenance of GRC processes, ensuring they are efficient and effective.
- Support the organisation's compliance with relevant regulations and standards, including ISO 27001:2022.

8. Continuous Improvement and Professional Development

- Stay up to date with the latest cybersecurity trends, threats, and technologies.
- Participate in continuous professional development and training to enhance skills and knowledge.

9. Security Awareness and Training

- Promote a culture of security awareness within the organisation.
- Provide training and support to employees on cybersecurity best practices and policies.

Eligibility

1. Technical Expertise

- Strong knowledge of security protocols, firewalls, and intrusion detection/prevention systems.
- Experience with cybersecurity tools. For example, SIEM (including Splunk, LogRhythm), SOAR, vulnerability management (e.g., Nessus, Tanium), GRC platforms (6Clicks), PAM (Secret Server), and MFA solutions.

2. Analytical Skills

- Ability to analyse and interpret complex data from various cybersecurity tools and systems.
- Strong analytical and problem-solving skills, with the ability to assess security issues and develop effective solutions.

3. Communication and Collaboration

- Excellent communication skills, both written and verbal, with the ability to convey technical information to non-technical stakeholders.
- Strong collaboration skills, with the ability to work effectively with cross-functional teams and external partners.

4. Certifications and Experience

- Relevant certifications such as CISSP, CISM, or equivalent are preferred but not required.
- Proven experience in deploying and managing cybersecurity controls in a complex environment.

5. Proactive Approach

- Proactive in identifying and addressing security risks, ensuring the protection of the organisation's information assets.
- Commitment to continuous improvement and staying abreast of the latest cybersecurity trends and best practices.

6. Governance and Compliance Knowledge

- Strong understanding of cybersecurity governance, risk management, and compliance frameworks, particularly ISO 27001:2022 and ACSC Essential 8.

Notes

- Salary offered will be between \$92,970 - \$104,883 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid, and flexible working is available.
- There are ongoing/permanent and non-ongoing positions available.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check and obtaining a baseline clearance. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

How to Apply

In your application provide a 600-words maximum pitch outlining why you are the right person for the role, what you can offer, and how your skills knowledge, experience and qualifications are

relevant to the role (selection criteria).

Applications close: 14th October 2024 at 11:30 PM (AEST).

Application tips: Try to avoid duplicating information that is already available in your resume but do highlight specific examples or achievements that align with the selection criteria and will demonstrate your ability to perform the role.
Include a concise resume with your application which clearly outlines your relevant work history, educational qualifications, and skills.

Further information on how to apply for roles in the Australian Public Service can be found on the APSC website: Cracking the Code.

Contact Officer

Please contact our Recruitment Team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the role can be directed to Ralph Mazzitelli by emailing ralph.mazzitelli@agedcarequality.gov.au with the position title in the subject lined.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

To Apply

Position Contact	Ralph Mazzitelli, 02 8831 1044
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=A9ECCDB0-7144-9CEB-7B2D-DB1F35C8E79B

Health

Vacancy VN-0748901

Australian Digital Health Agency

Closing Date: Sunday 20 October 2024

Digital Solutions
Research Analytics and Data Data Operations

Job Title	Data Modeller Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$116,075 - \$132,386
Classification	Executive Level 1
Position Number	0580_09/24 - Data Modeller Lead
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Data Modeller Lead (EL1) at the Australian Digital Health Agency (the Agency) is a full-time, ongoing position available immediately for the right candidate. This role involves performing highly complex tasks under broad direction, requiring the successful candidate to show significant judgement and initiative skills. Data Modeller Leads will analyse vast amounts of data which will inform the business on how to improve our products as well as modelling data to meet business needs. They will exercise a high degree of independence and leadership to perform this role. This position will be engaging with internal and external stakeholders to understand, negotiate, and resolve complex and sensitive issues. Responsible for analysing and translating business needs into long-term solution data models and undertaking a leading role in building analytics models.

Duties

- Analyse and translate business requirements into long-term data models.
- Create data modelling standards and best practices for the Agency
- Work with structured and unstructured data sources to develop data models for analytics products.
- Engage with stakeholders to understand, negotiate, and resolve complex and sensitive issues.
- Communicate effectively with both internal and external stakeholders.
- Have the ability to adapt to changing demands and priorities.
- Gather and interpret information obtained from a variety of sources inside and outside the Agency.
- Work with and understand existing sophisticated and detailed data models.

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.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Skills and Experience

- Demonstrated experience modelling data in complex data environments
- Experience demonstrating high-level of investigation skills and data analysis
- Demonstrated experience in extracting and manipulating data from large repositories using SQL.
- Highly organised and innovative thinking with knowledge of digital transformation and an understanding of the APS operating environment.
- Proven success in stakeholder engagement and experience managing to accomplish objectives.

Notes

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.

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

About the Australian 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	Shyni Sasikala, shyni.sasikala@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Job Title	Assistant Director, Interoperability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$116,075 - \$132,386
Classification	Executive Level 1
Position Number	0583_09/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Assistant Director, Interoperability (EL1) at the Australian Digital Health Agency (the Agency) is a full-time, ongoing position available immediately for the right candidate. The Assistant Director role will report to the Director, Interoperability in the Digital Solutions Division. The role requires project manager experience in the management and successful delivery of complex digital health related projects. The primary purpose of the position is to provide project management and coordinate the delivery of actions and projects in the Connecting Australian Healthcare – National Healthcare Interoperability Plan 2023-2028 (Interoperability Plan) priority areas and digital health related work. The Interoperability Plan outlines a national vision to share consumer health information in a safe, secure, and seamless manner. It identifies 44 actions across five priority areas relating to identity, standards, information sharing, innovation and measuring benefits.

The Assistant Director will provide high level engagement and relationship management to stakeholders both internal and external to the Agency. This position will also coordinate the delivery of project milestones. This role will facilitate technical discussions to understand the impact on delivery and communicate technical information to internal and external stakeholders including the Council for Connected Care (CCC).

Duties

- Leading the coordination of actions and projects outlined in the Interoperability Plan's priority areas and other digital health-related initiatives.
- Collaborate and engage with stakeholders at a high level, both internal and external to the Agency, building and maintaining strong relationships to ensure the smooth delivery of project milestones.
- Contribute to the development of strategic plans, discussion papers and initiatives related to digital health and interoperability.
- Prepare and present progress reports, discussion, and agenda papers for the CCC and updates to the Director, Interoperability and other key stakeholders as required.
- Promote a collaborative and positive working environment that encourages creativity, teamwork, and knowledge sharing.
- Assist with the management of Agency procurement, contracts, and finance requirements.

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.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Skills and Experience

- Proven Project Management experience working with digital health projects in a multi-vendor environment.
- Previous experience creating and managing integrated project schedules to align dependencies, track progress, and minimise risk.
- Flexibility to manage multiple projects and priorities, with the ability to pivot between tasks.
- Strong stakeholder engagement skills to achieve project outcomes, anticipating and responding to needs, and ensuring clear communication with the project delivery team.
- Able to understand, negotiate, and resolve complex and sensitive issues within a project.
- Ability to perform a leadership role and be responsible for defining and managing the requirements, scope, and end-to-end delivery, ensuring compliance with the Agency's framework, policies, and procedures.
- Excellent written and oral communication skills, with the ability to prepare ministerial briefs, agendas, papers, and reports. Demonstrates high-level analytical skills, sound judgement, and a strong willingness to learn.

Notes

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.

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

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To Apply

Position Contact	Siobhan McFadden, siobhan.mcfadden@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Department of Health and Aged Care

Closing Date: Monday 14 October 2024

Service Delivery Division
Queensland Northern Territory Branch Sector Support Central Queensland
Section

Job Title	Network Officer - Sector Support Central Queensland (multiple positions)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD
Salary	\$78,954 - \$83,424
Classification	APS Level 4
Position Number	24-SDDIV-26678
Agency Website	

Job Description

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

We are seeking an enthusiastic professional who demonstrates personal drive, is keen to learn and has good communication skills and empathy. The successful applicant will enjoy being part of a team that provides a local stewardship approach to promoting the health and wellbeing of Australians living in Queensland.

As an APS 4 Network Officer in the Queensland Local Network this is an exciting opportunity to be part of a team that understands the local landscape, develops relationships with key local stakeholders and looks for solutions to deliver the Australian Government's objectives of better health and wellbeing for senior Australians and First Nations people.

Duties

- Have a sound general knowledge of the role and functions of the Department of Health and Aged Care and an understanding of how these relate to the work of Aged Care Qld,
- Liaise with internal and external stakeholders on aged care policy, project, or operational issues,
- Contribute to the development of team goals, work plans and broader section planning (including plans and processes to ensure effective engagement with stakeholders),
- Prepare correspondence and reports including emails and letters on routine and more complex aged care matters and communications with stakeholders,
- Utilise a range of IT applications Regional Teams (Brisbane Based),
- Support the team in developing an understanding of the local community and the services within that community including planning for future needs,
- Provide administrative support for stewardship activities to enhance the governance of aged care and support better outcomes for older Australians including through identification and escalation of issues, solutions brokering activities, and working closely with a range of internal and external stakeholders to support effective delivery of aged care and health programs,
- Assist the team to work with existing service providers to look for ways to continuously improve services, provide information and education and training in the local region. State-wide Teams (Brisbane based),

- Support the team to work with existing service providers undergoing challenging circumstances ensuring that the needs of older Australians are secured,
- Assist with administration support for emergency management and preparedness functions to support aged care providers and recipients including in response to pandemics and other natural disasters.

Eligibility

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

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

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-SDDIV-26678 to assist when making an enquiry.

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

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Mitch Longman, (07) 2114 270
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0748657

Department of Health and Aged Care

Closing Date:Monday 14 October 2024

Financial Management Division
Corporate Financial Strategy and Services Branch Contact Centre Section

Job Title	Contact Centre - Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$78,954 - \$83,424
Classification	APS Level 4
Position Number	24-FMDIV-26850
Agency Website	

Job Description

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

The Corporate Financial Strategy and Services Branch is seeking motivated and skilled individuals to join The Department of Health and Aged Care's Contact Centre.

As a Contact Centre Team Leader, you will be the driving force behind our team's success, fostering a positive and collaborative work environment. Your primary responsibility will be to lead a team and oversee the daily operations of the Contact Centre, ensuring that all enquiries are handled efficiently and professionally.

If you are ready to take on this exciting challenge, refer to the Application Kit for more information.

Duties

Responsibilities include:

Our Team Leaders manage the day-to-day delivery of enquiry and support services to the community, health providers and employees by leading service delivery teams. Team Leaders:

- lead the delivery of a group of services (telephone, email and transactional) including monitoring and reporting on performance against targets and ensuring compliance with business processes and operating procedures.
- manage a team of customer service officers (approx. 10), including rostering and scheduling work.
- manage performance, provide guidance and mentoring
- manage communication and lead change in the team.
- Identify and undertake activities in the team to improve service delivery to customers.
- work with other teams to contribute to business improvement and leadership across the Contact Centre.
- support their team to utilise and manage multiple technology solutions.
- are responsible for learning and training delivery.

Eligibility

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

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

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-FMDIV-26850 to assist when making an enquiry.

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

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

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Alexander Spaseski, 02 5132 3657
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0748917

Australian Nuclear Science and Technology
Organisation

Closing Date:Monday 21 October 2024

Nuclear Safety Security Stewardship
High Reliability Safety Integration

Job Title	Nuclear Safety Technician
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$70,000 - \$90,000
Classification	
Position Number	PD-2527
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the Racial Discrimination Act 1975 (Cth).

- Full Time (\$70,011k + 15.4% super) Multiple positions
- Professional development opportunity for Aboriginal and/or Torres Strait Islander peoples
- Hands on experience and formal qualifications
- Sutherland Shire | Work-life balance | Health & Wellbeing Programs | on-site sport

About You

We are looking for Aboriginal and/or Torres Strait Islander students or graduates who have an interest in science or safety and a strong desire to learn. If you are considering a career transition, enjoy collaborating with others, and possess a commitment to supporting those around you, we encourage you to apply today!

About the Opportunity

ANSTO, supported by the Sir William Tyree Foundation, is offering this unique and **exciting development opportunity** for an Aboriginal and/or Torres Strait Islander person to work and learn on the job in a culturally sensitive environment.

Duties

Throughout the program you will:

- Develop a range of different skills and practical work experience
- Gain foundational experience which can be applied to assessing, monitoring, and managing safety situations on site in collaboration with other team members
- Effectively time manage training requirements with day-to-day work duties
- Work alongside safety technicians for support and the opportunity to gain skills

Features of the program include:

- Continuous training and ongoing support
- Mentoring to help with training, professional and personal development throughout the program
- Rotations through a wide variety of safety functions at ANSTO including Radiation Safety, Work Health and Safety (WHS), Occupational Hygiene and Personal Dosimetry Services plus opportunities in the commercial application of Radiation Protection and application of regulatory requirements, Emergency Response and Safety Engineering
- Training while working, giving you multiple certifications and accreditations including:
 - Certificate IV Work Health & Safety
 - Accreditation as a Health Physics Surveyor
 - Basic Principles in Occupational Hygiene course
- Development opportunities to provide strong foundations for an exciting and fulfilling career

aitlin Etheridge – previous Safety Technician currently Work Health and Safety Advisor

“The Safety team and other people in the organisation, made me feel welcome, like I was part of their family. The work was interesting and challenging but I had great mentors.”

Waylon King – previous Safety Technician currently Work Health and Safety Advisor

"I travelled from regional NSW to work at ANSTO, it was tough leaving my family and friends but from the day I arrived, I was made to feel welcome and comfortable in a big, national science facility. I encourage others to have a look at this opportunity and maybe come work with me."

For more information please view the position description [here](#).

Eligibility

About Us

The Australian Nuclear Science and Technology Organisation (ANSTO) is one of Australia's largest public research organisations and is widely recognised as an international player in the field of nuclear science and technology.

We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment.

At ANSTO, we are committed to fostering a culturally safe and inclusive work environment that respects and celebrates Indigenous heritage. Our mission is to ensure the highest standards of safety while embracing the rich cultural traditions and values of the communities we serve.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions
- Leave entitlements for Indigenous cultural activities

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

How to Apply

To apply, complete our online application form which involves some basic selection criteria questions, you may also be asked to provide a brief cover letter and resume and copy of academic records. **For more information about eligibility criteria** [click here](#).

If you have any questions about this fantastic opportunity and would like to talk with a friendly member of our team, please call Laura Dascolias on 02 9717 3675 or email laura.dascolias@ansto.gov.au

Applications **must** be submitted on-line via our website.

Applications close: 11:59pm, Monday 21 October 2024

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

All applicants must be Australian citizens.

**This role is known internally as Nuclear Safety Technician*

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Laura Dascolias, 02 9717 3676
Agency Recruitment Site	https://careers.ansto.gov.au/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Industry, Science, Energy and
Resources

Vacancy VN-0748817

Department of Industry, Science and Resources
(DISR)

Closing Date:Monday 21 October 2024

Questacon
Science and Learning National Touring Programs

Job Title	Questacon Travelling Intern
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$67,611 - \$73,309
Classification	APS Level 3
Position Number	0006_01/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=40AFF8F1-9454-DA36-712A-DB1EBFBA3195>

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 Questacon

Questacon – The National Science and Technology Centre is a division of the Australian Government Department of Industry Science and Resources. Our purpose is "to create fun, interactive learning experiences that stimulate engagement in science and technology". Science communication is at the heart of what we do. We work with partners and supporters to deliver inspirational learning experiences for young Australians, their teachers, families and communities.

About the team

The National Touring Programs team delivers activities about science, technology, engineering and maths (STEM). We focus on students and communities in regional and remote Australia.

Activities include:

- *Questacon Science Circus* primary-school science shows. Fun performances for students showcasing science in the world around them.
- Innovation workshops for high-school students. STEM challenges designed to develop student problem solving skills, communication and confidence.
- Pop-up science centres. Bringing hands-on exhibits and spectacular science shows to regional communities.

The opportunity

Do you have a flair for the dramatic, or can you not stop talking about science? See Australia like you never have before as you travel to deliver engaging STEM activities. Learn from science communication professionals as you improve access to inspiring educational experiences in under-served communities.

Our ideal candidate

Our ideal candidate will:

- have the motivation and capacity to travel for prolonged periods in regional and remote Australia
- have an interest or background in STEM, education or theatre
- have experience in a public-facing role such as customer service, performance or science communication
- be able to work proactively as an individual and collaboratively as a member of a team
- have the ability to work and communicate with people of diverse backgrounds
- work positively and productively in a changing work environment on tour
- demonstrate resilience and the ability to learn on the job

Duties

The successful candidates will:

- receive extensive science communication and performance training
- receive individual feedback and support from experienced science communicators
- travel to regional and remote areas for 2-4 weeks at a time (including significant driving)
- perform primary school science shows
- assist in the facilitation of high school innovation workshops
- set-up and assist at pop-up science centres, from unpacking the truck to facilitating exhibits
- adhere to policies and procedures to ensure the safety and quality of programs

If successful, you will undergo a 5-week period of training in Canberra at the start of the internship. Following this, you will complete tours to regional and remote Australia. Each tour lasts between 2 and 4 weeks, up to 12 weeks total over 6 months.

The department pays for all accommodation and travel expenses during touring periods.

Eligibility

Candidates must:

- be available for the initial training period in Canberra (planned for 13 January to 14 February)
- hold a full or P2 drivers licence (and have held a non-learner licence for 12 months before commencing)
- be able to gain and maintain an ACT Working With Vulnerable People registration
- be able to gain and maintain equivalent registration in other Australian states and territories
- pass a national police check
- be able to gain a basic First Aid Certificate
- be able to work weekends and public holidays as required in touring periods (overtime provisions apply)

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

Questacon travelling internships are non-ongoing APS3 positions. These positions are based in Canberra when not on tour. The internship runs from 13 January to 4 July 2025.

An optional online information session will take place between 5:30pm and 6pm (AEDT) on Thursday 17 October. To join the meeting on Microsoft teams, click [here](#).

If shortlisted, candidates will be asked to attend an interview and present a short science demonstration.

Opportunities will be available through the internship to meet with STEM professionals from diverse backgrounds and learn about different pathways and career options.

An Affirmative Measures advertisement is also listed, First Nations candidates are encouraged to [apply here](#).

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

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Questacon - Deakin based, and primarily requires in-person participation due to the nature of the work. Please reach out to the contact officer to discuss this further

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

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

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

To Apply

Position Contact	Jodie Smith, (02) 6222 2247
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=40AFF8F1-9454-DA36-712A-DB1EBFBA3195

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Questacon
Science and Learning National Touring Programs

Job Title	Questacon Travelling Intern - First Nations Affirmative Measures
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$67,611 - \$73,309
Classification	APS Level 3
Position Number	2097_09/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=04748E35-766C-7E5A-DE57-DB1EFA482B57>

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:

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About the team

The National Touring Programs team delivers activities about science, technology, engineering and maths (STEM). We focus on students and communities in regional and remote Australia.

Activities include:

- *Questacon Science Circus* primary-school science shows. Fun performances for students showcasing science in the world around them.
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The department pays for all accommodation and travel expenses during touring periods.

Eligibility

Candidates must:

- be available for the initial training period in Canberra (planned for 13 January to 14 February)
- hold a full or P2 drivers licence (and have held a non-learner licence for 12 months before commencing)
- be able to gain and maintain an ACT Working With Vulnerable People registration
- be able to gain and maintain equivalent registration in other Australian states and territories
- pass a national police check
- be able to gain a basic First Aid Certificate
- be able to work weekends and public holidays as required in touring periods (overtime provisions apply)

Applicants applying under this Affirmative Measures round will need to provide evidence they meet the eligibility for this vacancy should they be found suitable prior to being made a formal offer of employment.

- Be of Aboriginal and/or Torres Strait Islander descent;
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

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

Questacon travelling internships are non-ongoing APS3 positions. These positions are based in Canberra when not on tour. The internship runs from 13 January to 4 July 2025.

All applicants for the affirmative measures round will also be considered for the Questacon Travelling Internship positions not advertised as affirmative measures.

An optional online information session will take place between 5:30pm and 6pm (AEDT) on Thursday 17 October. To join the meeting on Microsoft teams, click [here](#).

If shortlisted, candidates will be asked to attend an interview and present a short science demonstration.

Opportunities will be available through the internship to meet with STEM professionals from diverse backgrounds and learn about different pathways and career options.

The department has an active Indigenous Employee Network (IEN). For all staff who identify as a First Nations person it offers:

- peer support
- networking and professional development
- opportunities for First Nations staff views and aspirations to be heard
- advice and support on a range of issues.

The Inclusion Team is committed to actively promoting a positive workplace and organise the department's:

- Stretch Reconciliation Action Plan
- cultural competency
- Indigenous development pathway program
- Indigenous mentoring program
- Jawun secondment program
- Indigenous scholarship.

The department offers cultural leave in the form of access to up to 5 days of paid leave per year. You can use this to participate in ceremonial and cultural obligations, including NAIDOC activities.

This is an Affirmative Measures round and only available to First Nations applicants. Non-First Nations applicants can apply for the Questacon Travelling Internship [here](#).

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

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Questacon - Deakin based, and primarily requires in-person participation due to the nature of the work. Please reach out to the contact officer to discuss this further

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

About the 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	Jodie Smith, (02) 6222 2247
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=04748E35-766C-7E5A-DE57-DB1EFA482B57

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Industry, Science, Energy and
Resources

Vacancy VN-0748878

Geoscience Australia

Closing Date:Monday 14 October 2024

Minerals, Energy and Groundwater Division
MEG Management Information Services

Job Title	Geoscientific Software Engineer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$94,177 - \$109,013
Classification	APS Level 6
Position Number	18527
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Our team

The Minerals, Energy and Groundwater Information Services (MEGIS) Section provides specialised technical capabilities to support key outcomes of the Minerals, Energy and Groundwater Division (MEG), including scientific computing and data analytics.

The Geoscientific Computing Team under the Information Services Section has primary responsibility for the design, development and maintenance of complex scientific workflow software for data modelling, processing and visualization. The team collaborates closely with geoscientists to deliver high value data-intensive projects, such as geophysical data processing and modelling, and science data mapping using machine-learning. The team uses high performance computing platforms including cloud services (AWS) to develop and operate a wide range of scientific software systems.

Duties

This Software Engineer role will work in the Geoscientific Computing Team to develop software in suitable programming languages such as Python, some Java Script and Linux shell script. The role interacts with geoscientists and provides software solutions, user support, science algorithms implementation and workflows automation.

In this role you will:

- work in an Agile environment where you will plan, design, build and test scientific computing software in suitable languages such as Python, Java Script and Linux Shell scripting etc.

- build and utilise various environments including in-house and cloud using Anaconda, Docker and Terraform (infrastructure as code);
- implement and improve scientific algorithms for data processing and modelling, in collaboration with domain experts/scientists and stakeholders;
- develop user interfaces using Python Tkinter or Flask frameworks, as needed;
- apply software development best practices including continuous integration/delivery, refactoring, unit-testing, and automation;
- prepare and update systems documentation, including user guides and developer manuals;
- utilise GitHub and BitBucket version source code and tracking systems;
- utilise BitBucket Pipelines for CI/CD workflows;
- utilise AWS cloud services to test and deploy applications, including building and maintaining infrastructure using Terraform;
- support the team as a valued member, and take on scientific computing tasks assigned by, and under the guidance of the team lead.

To be successful in the role you will:

- identify issues and problems and work to resolve them; source information on best practice approaches; explore new ideas with an open mind
- deal positively with uncertainty and cope effectively in an environment characterised by change; share appropriate information with colleagues during times of change
- regularly seek feedback from supervisor and stakeholders to gauge their satisfaction; ensure work is delivered to a high standard
- apply and develop capabilities to meet performance expectations; contribute own expertise for the benefit of the business unit; encourage others to draw upon this knowledge
- build and sustain relationships; liaise with a range of stakeholders including team members, other teams, colleagues and clients
- work collaboratively and operate as an effective member of the team; draw on team strengths
- seek advice and assistance from colleagues and supervisor when uncertain in output direction
- maintain effective performance levels even in challenging, uncertain or difficult circumstances
- present messages confidently and select the appropriate medium for conveying information; structure messages clearly and succinctly, both orally and in writing
- take personal responsibility for accurate completion of work within timeframes and quality requirements; take the initiative to progress work when required
- make time for people despite competing priorities; provide guidance and offer full support when required
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Experience with software development, specifically Python programming language and open source libraries
- Experience in best-practice software development standards including unit-testing, creating user guides and documentation
- Experience working with cloud computing services such as AWS
- Experience working within multi-disciplinary teams where you demonstrate collaboration, interpersonal communication and support team members and stakeholders

- Experience in committing to change with positive outcomes to stakeholder workflows and culture
- Experience working with AI and Machine Learning modules, implemented within Python
- Experience with CI/CD workflows and processes
- Desirable: Experience using Terraform (AWS infrastructure as code) and Docker to develop and manage APIs to engage with front-end Web applications
- Desirable: Experience with some JavaScript and front-end web development

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Mick Ilovski on (02) 6249 9531 or email mick.ilovski@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Mick Ilovski, (02) 6249 9531
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0748685

Job Title	Team Leader, Client Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	4148
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Team Leader Client Services Centre performs a key role leading a multi-disciplinary team and managing regulatory services associated with aircraft registration and maintenance personnel licensing.

Reporting to the Manager, Specialist Services of the Client Services Centre, the Team Leader is responsible for planning, leading, and delivering outcomes for aircraft registration and licensing services. A critical part of the role is providing clear and consistent leadership to the section to ensure effective and efficient delivery of services; risk identification, evaluation, mitigation; quality assurance and continuous business improvement processes. Further, the role will liaise with technical staff on complex, technical and sensitive licensing and registration services.

The position will be responsible for the supervision and maintenance of the delivery processes, procedures, templates, and forms that support the Aircraft Registration and Maintenance Personnel licensing regulatory services and play a key role in providing feedback to the technical teams on any matters relating to regulatory policy.

The Team Leader, CSC will lead a team of up to 15 direct and indirect reports and is responsible for the following deliverables, which represent an ongoing body of work:

- Managing the day-to-day functions of the team, including scheduling of priorities, providing initial advice, or escalation to the technical team on complex enquiries, and acting as the first point for escalated queries and complaints, in accordance with the relevant procedures and policies.
- Managing and deploying allocated resources to competing priorities, utilising forecasts, plans, and performance measures to meet required outcomes.
- Identifying staff capability and development, coaching, and mentoring staff, providing timely and constructive feedback, and managing performance and training compliance.
- Monitoring and managing the teams service delivery and ensure services are delivered in line with agreed service delivery standards.
- Working with the Specialist Manager and the Specialist Services team as required, research, analyse, and prepare reports, plans, correspondence, and briefings to the team and other stakeholders.
- Undertaking governance related activities to ensure CASA's systems (in particular the Enterprise Aviation Processing system), website information, guidance material and other communications material is operational, accurate and meets legislative requirements and applicant's needs.
- Manage compliance with competency-based training requirements together with change management and agreed personal development training within the team for both new starters and ongoing staff members.

- Champion and embed the CSC quality practices into the section.
- Exercise delegated powers as required for the area of responsibility as prescribed in instruments of delegation.
- On a rotating basis, leadership roles in CSC may be required to provide out of hours advice and guidance in line with requirements of the current Enterprise Agreement.
- Leading and exemplifying workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Duties

Our ideal candidate must demonstrate the following:

- Demonstrated experience in managing and leading a team in a client focused, service delivery environment whilst managing escalation for complex service offers and processes.
- Demonstrated understanding, or the ability to quickly acquire a detailed understanding of, Aircraft Registration and Maintenance Personnel license system and its application on regulated entities.
- A practical understanding of the Australian aviation and government regulatory environment and relevant Civil Aviation Safety Regulations
- Demonstrated high level stakeholder engagement skills, including excellent interpersonal and communication (oral and written) skills, with an ability to prepare high quality written materials, and maintain, influence, and grow strategic relationships.
- A sound understanding and demonstrated application of quality assurance and risk management principles.
- Demonstrated ability to lead teams through a changing environment.
- High-level problem-solving skills with the ability to develop and implement procedures, improve processes, provide flexible solutions, and achieve results.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.)
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process. Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an

engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Sam Palaskonis, 02 6217 1447
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0748705

Civil Aviation Safety Authority Australia

Closing Date:Monday 14 October 2024

Stakeholder Engagement
Client Services Centre

Job Title	Team Leader, Client Services - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	4148
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Team Leader Client Services Centre performs a key role leading a multi-disciplinary team and managing regulatory services associated with aircraft registration and maintenance personnel licensing.

Reporting to the Manager, Specialist Services of the Client Services Centre, the Team Leader is responsible for planning, leading, and delivering outcomes for aircraft registration and licensing services. A critical part of the role is providing clear and consistent leadership to the section to ensure effective and efficient delivery of services; risk identification, evaluation, mitigation; quality assurance and continuous business improvement processes. Further, the role will liaise with technical staff on complex, technical and sensitive licensing and registration services.

The position will be responsible for the supervision and maintenance of the delivery processes, procedures, templates, and forms that support the Aircraft Registration and Maintenance Personnel licensing regulatory services and play a key role in providing feedback to the technical teams on any matters relating to regulatory policy.

The Team Leader, CSC will lead a team of up to 15 direct and indirect reports and is responsible for the following deliverables, which represent an ongoing body of work:

- Managing the day-to-day functions of the team, including scheduling of priorities, providing initial advice, or escalation to the technical team on complex enquiries, and acting as the first point for escalated queries and complaints, in accordance with the relevant procedures and policies.
- Managing and deploying allocated resources to competing priorities, utilising forecasts, plans, and performance measures to meet required outcomes.
- Identifying staff capability and development, coaching, and mentoring staff, providing timely and constructive feedback, and managing performance and training compliance.
- Monitoring and managing the teams service delivery and ensure services are delivered in line with agreed service delivery standards.
- Working with the Specialist Manager and the Specialist Services team as required, research, analyse, and prepare reports, plans, correspondence, and briefings to the team and other stakeholders.
- Undertaking governance related activities to ensure CASA's systems (in particular the Enterprise Aviation Processing system), website information, guidance material and other communications material is operational, accurate and meets legislative requirements and applicant's needs.
- Manage compliance with competency-based training requirements together with change management and agreed personal development training within the team for both new starters and ongoing staff members.
- Champion and embed the CSC quality practices into the section.
- Exercise delegated powers as required for the area of responsibility as prescribed in instruments of delegation.
- On a rotating basis, leadership roles in CSC may be required to provide out of hours advice and guidance in line with requirements of the current Enterprise Agreement.
- Leading and exemplifying workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Duties

Our ideal candidate must demonstrate the following:

- Demonstrated experience in managing and leading a team in a client focused, service delivery environment whilst managing escalation for complex service offers and processes.
- Demonstrated understanding, or the ability to quickly acquire a detailed understanding of, Aircraft Registration and Maintenance Personnel license system and its application on regulated entities.
- A practical understanding of the Australian aviation and government regulatory environment and relevant Civil Aviation Safety Regulations
- Demonstrated high level stakeholder engagement skills, including excellent interpersonal and communication (oral and written) skills, with an ability to prepare high quality written materials, and maintain, influence, and grow strategic relationships.
- A sound understanding and demonstrated application of quality assurance and risk management principles.

- Demonstrated ability to lead teams through a changing environment.
- High-level problem-solving skills with the ability to develop and implement procedures, improve processes, provide flexible solutions, and achieve results.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.)
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen
- Undergo pre-employment screening including a Police Check

Notes

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

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Sam Palaskonis, 02 62171447
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0748879

National Archives of Australia

Closing Date:Thursday 31 July 2025

Various Various

Job Title	First Nations - Temporary Employment Register 2024-25
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NT NT
Salary	-
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	496800
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

Acknowledgment of the country

National Archives of Australia acknowledges the traditional owners and custodians of Country throughout Australia and acknowledges their continuing connection to land, sea, and community. We pay our respects to the people, their cultures, and Elders past, present and emerging.

Vacancy Information - First Nations - Temporary Employment

The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the [Australian Public Service Commissioner's Directions 2022](#). This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

The Register allows National Archives to employee Aboriginal and/or Torres Strait Islander people at short notice for non-ongoing or temporary positions. Depending on operational requirements, opportunities may be offered on a full-time, part-time, intermittent/irregular (casual) or shift-worker basis for up to an initial engagement period of up to 12 months, which can possibly be extended once to a maximum of 18 months as per the *Australian Public Service Commissioner's Directions 2022*.

There is no guarantee that an offer of employment will be made while your application remains on the Register. You will only be contacted if a suitable vacancy arises that matches your skills and experience. Our agency offers employment opportunities across various areas of the agency.

Duties

We offer employment across various areas in the agency. National Archives sets **3 key activities** to achieve its purpose:

- **Enable** best practice information management by Australian Government entities.
- **Secure and preserve** nationally significant Australian Government information.
- **Connect** Australians to the national archival collection.

In addition, we offer employment in roles that:

- **Support** and enable delivery of core business through specific or specialised services.

Eligibility

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the Australian Public Service (APS)
- Eligible applicants:
 - are of Aboriginal and/or Torres Strait Islander descent; and
 - identify as Aboriginal and/or Torres Strait Islander; and
 - are accepted by their community as being Aboriginal and/or Torres Strait Islander.
- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated.
- Successful applicants will be required to undergo a mandatory National Police Check.
- Successful applicants must satisfy any mandatory qualification requirements applicable to the position.
- Non-ongoing employment with National Archives is contingent on the satisfactory completion of a three-month period of probationary employment.
- Confirmation of Heritage: Evidence of Aboriginal and/or Torres Strait Islander status. To demonstrate eligibility for employment under this affirmative measure, you are required to provide evidence of your heritage as an Aboriginal and/or Torres Strait Islander person within your first three-months of employment. Suitable evidence of Aboriginal and/or Torres Strait Islander status may include:
 - A letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
 - A confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

Notes

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement (300 words maximum), describing your unique skills/ experiences would line up with [our values](#) of Inclusion, Innovation and Collaboration.

If you are experiencing any difficulties submitting your online application, please contact the HR Services team via email to hr.helpdesk@naa.gov.au or call 02 6212 3987.

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

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

About the 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	HR Helpdesk, 02 6212 3987
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0748881

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Sunday 13 October 2024

Research and Education Group
Languages

Job Title	Assistant Director Languages (Affirmatives Measures)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$110,115 - \$120,025
Classification	Executive Level 1
Position Number	204_09/24
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group

The purpose of the Research and Education Group is to define, lead, produce, share and support cutting edge research and learning by, with, and for Aboriginal and Torres Strait Islander peoples. The Group supports an annual flagship AIATSIS summit and connects AIATSIS with universities and the wider research sector to coordinate and influence research agendas.

About the Program Area

The AIATSIS Centre for Australian Languages (ACAL) sits within the Research and Education Group and undertakes community-based research and projects with the aim of supporting the active practice and strengthening of Indigenous languages. This includes projects to support language reawakening through access to archival materials, the documentation of languages supporting the production of materials such as dictionaries and assisting communities in achieving these goals. Our work is strongly community focused and supports Indigenous control of their languages and associated data. We take a national approach to understanding the situation and status of Indigenous languages and drawing on this we provide advice to governments on all aspects of language policy, projects and support.

Role Summary

The Assistant Director will oversee the development and management of projects to support the strengthening of Indigenous Australian languages. They will manage a small team that will initiate and develop projects, engage with communities and stakeholders, produce and maintain useful resources, hold forums and events, and develop innovative communication and publication outputs and reporting on outcomes.

Duties

- strategically manage projects, set priorities, establish work plans, allocate resources, and evaluate project outcomes.
- provide leadership within the team, contributing to strategic direction and planning, as well as supervising, mentoring and coaching others.
- oversee the provision of secretariat support to committees.
- communicate effectively to build partnerships and productive relationships with Aboriginal and Torres Strait Islander communities, organisations and peoples, and with academic, government and community stakeholders.
- report to AIATSIS governance committees, partner organisations, government departments and other parties on the progress and results of projects.
- take responsibility for a range of project outputs, including submissions, conference papers, and alternative modes of communicating research and information.
- supervise and manage staff, building team capacity through coaching, performance feedback and management, and creating career development opportunities.

Eligibility

Cultural capability - essential

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

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understands the current issues facing Aboriginal and Torres Strait Islander people with regard to Indigenous languages and the historical context of these issues.
- has the ability to communicate respectfully with Aboriginal and Torres Strait Islander stakeholders, clients and colleagues.
- has the capability to privilege Aboriginal and Torres Strait Islander peoples' voices, experiences and perspectives in their work.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

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

- demonstrated ability to provide leadership, build partnerships, and develop productive relationships with Aboriginal and Torres Strait Islander communities, organisations and peoples.
- proven ability to develop and maintain successful relationships with academic, government, and community stakeholders.
- proven ability to strategically manage complex projects, set priorities, establish work plans, allocate resources and evaluate project outcomes, and contribute to team planning, decisions and development.
- strong leadership and management skills, including the ability to supervise, inspire and motivate staff, as well as building team capacity through coaching, performance feedback and management, and creating career development opportunities.
- experience communicating with influence, in writing and verbally, in order to advise, liaise and effectively and respectfully negotiate with a wide range of internal and external stakeholders.
- demonstrated ability to undertake research and provide analysis, guidance and briefing and reporting on complex matters as well as the ability to develop internal processes and procedures.
- suitable qualifications such as a postgraduate qualification or currently completing a postgraduate degree or be able to demonstrate equivalent research experience and/or work experience in research and/or research management.

To meet the technical requirements of the role you will have:

- ability to manage a team to deliver quality, impactful projects, and communicate results effectively and innovatively.
- ability to provide leadership within a team, including supervising and mentoring others.
- a strong interest in Australian Indigenous languages and/or a willingness to learn.
- ability to communicate comfortably and effectively with a wide range of stakeholders of all levels.
- excellent organisational skills and the ability to participate in a diverse work program with competing priorities.
- high level written communication skills.

- ability to identify innovations and ideas in your work and contribute to team planning and decisions.

Specialist skills in the following would be highly regarded:

- linguistics.
- language teaching and/or resource development.
- language work, including management of language programs.
- ability to travel to coordinate on-country co-design workshops for the National Indigenous Languages Survey.

Notes

Suitable candidates will need to undergo

- Police check
- show evidence of Australian Citizenship

If offer an ongoing role

- suitable medical clearance

Affirmative Measures positions

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

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

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

What is Cultural Capability?

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

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

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

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

To Apply

Position Contact	Lauren Reed, 02 6129 3965
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748256

Australian Institute of Family Studies

Closing Date:Monday 21 October 2024

Data and Lifecourse Studies
Data Linkage and Integrating Authority Data Management and Linkage

Job Title	Senior Data Governance Analyst, Data Linkage and Integrating Authority
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$81,926 - \$101,022
Classification	APS Level 6
Position Number	24-12
Agency Website	https://aifs.gov.au/

Job Description

<https://aifs.gov.au/main/work-with-us>

An exciting opportunity has arisen for a Senior Data Governance Analyst to put their data skills to work at the cutting edge of data linkage and integration. If you have a passion for data linkage, integration, analysis, data governance and integrity, this is the role for you! You will be part of an experienced, dynamic and innovative team that contributes to making a positive difference to the lives of children, families and communities.

About us

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

Our team

The Data Linkage and Integrating Authority (DLIA) and the Data Management and Linkage team (DML) work across the Institute's research program, longitudinal studies and other externally commissioned linkage and integration projects, exposing team members to an array of interesting data-driven roles and functions. The team manages all aspects of the data life cycle, adhering to industry best practice. Team members provide expertise in data governance, data management, data linkage and data analytics for the Institute as a whole. The Institute is also a highly specialised Accredited Integration Authority and Accredited Data Service Provider under the Data Availability and Transparency Act 2022. This means that we are one of the few Commonwealth Agencies with the capability to undertake a wide range of complex data linkage activities for statistical and research purposes.

We are uniquely positioned to both advise and support our diverse range of internal and external clients to enable them to harness the depth and breadth of big data across government and research. This, in turn, helps researchers and policy makers progress on some of Australia's most challenging issues that directly impact Australian families.

Position Requirements

The Senior Data Governance Analyst, Data Linkage and Integrating Authority position will provide data management, data analysis and data governance capabilities to various projects within the team. Essential skills include:

- An understanding of the principles of statistical analysis and data management activities including data validation, editing, imputation and experience with relational databases
- The ability to produce high quality work to support survey research activities, while juggling competing deadlines
- Highly developed interpersonal skills and the ability to work collaboratively with key research partners and other project stakeholders
- A flexible approach to diverse work demands and the ability to work independently
- Relevant qualifications or equivalent experience in Statistics, Biostatistics, Data Science or a related field
- A high level of competency and demonstrated experience in the use of SAS for data processing and management is a prerequisite.

Duties

Under the direction of the Manager, Data Linkage and Integrating Authority, this position is required to:

- Negotiate with external data custodians for access to administrative data, ensuring compliance with data governance requirements
- Assist in managing large and complex datasets as well as create analytical datasets by extracting,

manipulating/transforming and merging data files

- Perform end-to-end data management activities to ensure the integrity, accuracy, consistency and completeness of datasets
- Support linkage methodology processes and infrastructure, including geospatial and probabilistic data linkage operations
- Develop and maintain/update data documentation about data processes/data quality issues
- Maintain and innovate processes to bring efficiency and productivity and maintain currency within an evolving technological and data-sharing environment
- Work proactively and collaboratively within and between teams towards the realisation of shared goals
- Set priorities and monitor workflow and practices to ensure timely completion of work

Key Selection Criteria

- Professional expertise
- Understanding our organisation
- Delivering on objectives and achieving results
- Relationships and interpersonal skills
- Communication
- Leadership and management
- Values

For a comprehensive overview of the selection criteria, please see the Position Description for more information.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+, and people with parenting and/or caring responsibilities.

Terms

The Senior Data Governance Analyst, Data Linkage and Integrating Authority role will be offered as an ongoing full-time position at either the APS 5 or 6 level. This will be with a salary of between \$81,926 to \$88,330 (for APS 5) or between \$90,576 to \$101,022 (for APS 6), depending on the skills and experience of the successful applicant, plus 15.4% superannuation.

Application information

For how to apply and to download a Position Description, visit: [Work with us | Australian Institute of Family Studies \(aifs.gov.au\)](https://workwithus.aifs.gov.au)
Please complete the application form where you will need to attach your resume and cover letter (maximum 2 pages) addressing the selection criteria.

Applications for this position close at 11.59 PM on **21 October 2024**.

Notes

Working at AIFS

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	AIFS Human Resources, 03 92147888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748485

Services Australia

Closing Date:Monday 14 October 2024

Data and Analytics

Job Title	Data Technical Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Bunbury WA, Perth WA, Hobart TAS, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Canberra ACT
Salary	\$132,071 - \$157,060
Classification	Executive Level 2
Position Number	EXT-EL-2024-1763
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) Technical Leads (Data Science & Data Engineer) work under the broad guidance of a National Manager to deliver quality outcomes. They work with a high level of autonomy, with decision-making highly dependent on their own judgement.

In performing this role you will identify and drive innovation, manage and lead change, and have an active role in contributing to and implementing the agency's strategic direction. You will have the opportunity to use the agency's data holdings (big administrative data sets) to solve complex problems and drive agency strategy and decision making that has a real impact on our customers.

The agency's data and analytical staff work across a range of business areas and provide support by collecting, designing, analysing and reporting information.

Data and analytical staff manage key strategic projects or functions and provide advice based on extensive analysis of data and information to support decision making across the agency. They use an investigative approach and work with their teams to develop and implement solutions to complex matters and ensure compliance with relevant legislation, policy and frameworks.

Technical Leads have expertise in current tools, methods and technologies, while also having the ability to understand new technology and ensure they impart this knowledge to others.

Duties

- Providing direction on the design, development, and implementation of machine learning models and algorithms to address a wide range of predictive and prescriptive analytics tasks.
- Conducting impact analysis, evaluating, and reporting on technical feasibility and risks for development projects.
- Overseeing the development of statistical and/or machine learning models that solve business problems, optimise processes, and inform decision-making.
- Overseeing optimised model training and inference pipelines for scalability, efficiency, and reliability, using distributed computing frameworks and cloud-based platforms.
- Leading the exploration of, and experimentation with, state-of-the-art machine learning techniques to drive innovation within the agency.
- Collaborating with cross-functional teams, including governance and assurance, data engineers, software developers, and business stakeholders, to understand requirements and translate business needs into technical solutions.
- Communicating findings, insights, and recommendations effectively to technical and non-technical stakeholders, using data visualisation, storytelling, and other techniques to aid understanding and decision-making.
- Leading the development of Data Engineering and Data Science frameworks and best practices for data engineering and science processes aimed at enhancing the availability, security, and performance of data assets.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

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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>

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To Apply

Position Contact	Mark Morrison, 03 6208 9599
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0748507

Job Title	Data Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA, Bunbury WA, Canberra ACT, Hobart TAS, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$132,071 - \$157,060
Classification	Executive Level 2
Position Number	EXT-EL-2024-1674
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) Data Directors drive change management, project management, and governance using an evidence-based approach in the Data and Analytics Division. They get the opportunity to use the agency's data holdings (big administrative data sets) to solve complex problems and drive agency strategy and decision making, which has a real impact on our customers.

The agency's data and analytical staff work across a range of business areas and provide support by collecting, designing, analysing, and reporting information. Data and analytical staff are responsible for key strategic projects or functions, and provide advice based on extensive analysis of data and information to support decision making across the agency. They use an investigative approach and work with their teams to develop and implement solutions to complex matters and ensure compliance with relevant legislation, policy and frameworks.

Data Directors lead a program of work with a number of staff and deliver against various projects concurrently. They have a sound understanding of the agency, its customers, and the business, to ensure they and their teams drive improved customer outcomes.

Data Directors are integral in building the capability of others, have expertise in current tools, methods and technologies, while also having the ability to understand new technology and ensure they impart this knowledge to others.

Duties

- Overseeing the operations of a technical team, including managing business performance, establishing priorities, managing resources and workflow, attendance and health and wellbeing.
- Developing staff capability through coaching, mentoring and succession planning to increase performance, engagement and retention.
- Establishing and enforcing standard methodologies, processes and procedures for the data components of ICT and business projects.
- Initiating adjustments to data policies and procedures as necessary to improve key performance indicators.
- Defining, approving, and executing data quality programs, initiatives, and reporting.
- Identifying and monitoring risks, developing mitigation strategies and escalating issues as appropriate.
- Overseeing, reviewing and advising on a range of written material including technical and corporate documentation.
- Developing and managing a range of internal and external stakeholder relationships.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain)

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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.

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To Apply

Position Contact	Tenille Collins, 02 6200 5310
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Operations Management
Various

Job Title	Director - Operations Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$132,071 - \$157,060
Classification	Executive Level 2
Position Number	EXT-EL-2024-1827
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) are recruiting to fill specialised Director roles within the Operations Management Division. In these roles, you will be responsible for leading teams who deliver a range of critical workforce planning functions including capacity planning, forecasting, scheduling real time management and business continuity and incident management in the agency—operating the largest contact centre in the southern hemisphere.

As an Executive Level leader within the Operations Management Division, you will need to demonstrate strong leadership skills to support and develop the capability of leaders and staff responsible for Operations Management functions. The Operations Management Division has the critical responsibility and specialty expertise for ensuring service continuity to millions of customers. The division enables service delivery through responsive, collaborative and innovative operations management at scale and pace, maximising resources to meet customer and government outcomes.

To be successful in these roles you will need to have experience in leading diverse and inclusive teams and developing individual people to achieve strategic and tactical objectives. You will also need to have the required specialised skills in one of the noted functions. Successful candidates will play a key role in building and sustaining relationships, working in partnership with both internal and external stakeholders to spearhead the delivery of industry best practice operations management.

Duties

- Ensuring effective service delivery through one or more of the following: workforce planning including managing teams that deliver capacity planning, forecasting, scheduling, real time management and business continuity and incident management.
- Leading and managing a specialist team, including performance management, attendance management, capability and career development, and health and wellbeing.
- Fostering a high performance culture of strategic focus and service delivery excellence.
- Using data to analyse and inform business outcomes, performance, and future planning.
- Engaging and collaborating with internal and external stakeholders to optimise service delivery outcomes and implement operational policy and change initiatives.
- Resolving and/or escalating complex and/or escalated issues that impact on policy, programs, performance, and/or customer experience.
- Overseeing and preparing written material for various purposes and audiences.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

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Notes

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Roles may involve regular travel and/or management of geographically dispersed teams. Some roles may involve managing teams in a face to face, virtual and/or scheduled, processing and/or telephony environments.

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

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To Apply

Position Contact	Melissa Bult, 0417 031 325
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Wellbeing & HR Support
Health and Safety

Job Title	Health, Safety and Wellbeing Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA, Various locations - SA SA
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-1561
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

The Health and Safety Branch is responsible for developing and implementing the policies and procedures that ensure the agency achieves its safety outcomes required by work health and safety (WHS) legislation.

The Branch provides leadership, advice, and support to Services Australia (the agency) on work health and safety to achieve safe workplaces for staff, visitors, and customers. The Branch ensures high quality delivery and improvement of a range of work health and safety activities including but not limited to advice and support in work health and safety, customer aggression prevention, employee wellbeing, as well as support and options to staff and leaders on inappropriate workplace behaviour, bullying and harassment (including sexual harassment) to assist the agency in minimising work health and safety risk.

Health and Safety, Employee Wellbeing and Organisational Psychology Manager roles can be offered in various teams within the Health and Safety Branch:

Customer Aggression Prevention Team
The Customer Aggression Prevention team develops and improves policy and procedures to achieve safe workplaces for staff, visitors, and customers.

Employee Wellbeing Team
The Employee Wellbeing team provides consistent advice, information, and resources to promote employee health and wellbeing in the workplace.

Health and Safety Solutions Team
The Safe Service Design team works with business to implement effective approaches to mitigate risks and support workers involved in emotionally distressing work and are a key contributor to job re-design and process improvement considering health and safety implications of programmes, customer behaviour and interactions.

WHS Governance and Strategy Team
The WHS Governance and Strategy team designs, maintains, and reports on the agency's work health and safety system to promote safe working.

WHS Delivery Team
The WHS Delivery team supports managers to identify and mitigate WHS risks in consultation with workers and Health and Safety Representatives (HSRs), and conduct safety assurance audits and WHS incident investigations.

Duties

- Consulting and advising on workplace mental health programs and initiatives.
- Providing expert guidance on work health and safety issues, risk assessments, and incident management.
- Ensuring compliance with health and safety policies, procedures, and legislation.
- Developing and monitoring programs for health and safety and workplace mental health and employee wellbeing.
- Maintaining health and safety records, providing statistical reports, and participating in related forums.
- Coordinating health and safety representative selection and training, and conduct workstation assessments.
- Managing administrative tasks, identifying training needs, and implementing provisions related to workplace safety and culture.

Eligibility

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

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

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

Notes

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>

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To Apply

Position Contact	Mandy Kay, 0447 301 669
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748749

Services Australia

Closing Date:Monday 14 October 2024

Legal Services
Litigation

Job Title	Principal Government Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	\$132,071 - \$157,060
Classification	Executive Level 2
Position Number	EXT-EL-2024-1737
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

The Litigation Branch in the Legal Services Division is looking for Principal Government Lawyers (EL2) to enhance our Litigation team in locations across Australia.

The Litigation Branch manage reviews of agency decisions heard in the Administrative Appeals Tribunal. The role requires a lawyer to have a demonstrated experience of leading and managing a team. They must be able to show they can negotiate with influence and communicate effectively. They will possess superior advocacy skills that can articulate complex legislative requirements into simple terms before the Tribunal on behalf of the Commonwealth. They will show a demonstrated ability to provide accurate and timely legal advice and develop strategic relationships. Further, the ideal candidate will have a radar for identifying, assessing, managing and reporting on risk.

Duties

- Leading and managing a caseload of legal matters, including high profile and contentious cases.

- Providing high level advocacy in reviews of agency decisions heard in the Administrative Appeals Tribunal.
- Leading and managing staff, including overseeing the management of performance, attendance and health and well-being, providing guidance to staff performing legal work, managing escalated issues and approving legal work prior to provision to stakeholders.
- Identifying, assessing, managing and reporting on legal risks in the agency and escalating issues to the executive.
- Providing strategic legal advice to stakeholders, including the Minister and agency's executive.
- Engaging, developing and managing key strategic relationships with a broad range of internal and external stakeholders.
- Communicating effectively and negotiating with influence.
- Driving innovation, managing and leading change, and actively contributing to and implementing the agency's strategic direction.

Eligibility

A qualification such as a degree in Law from an approved Australian tertiary education institution, that allows admission as an Australian legal practitioner. Admission, or eligibility for admission as an Australian legal practitioner.

Job requires direct/indirect contact with children/vulnerable groups: With supervision.

Security clearance level: Baseline (or ability to obtain and maintain).

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Notes

The role has an inherent need for staff to work in office, with some flexibility around this.

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To Apply

Position Contact	Amanda Taylor, 0403974160
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748753

Services Australia

Closing Date:Monday 14 October 2024

Wellbeing & HR Support
Health and Safety

Job Title	Health, Safety and Wellbeing Specialist (Affirmative Measures - Disability)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-1718
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

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The Branch provides leadership, advice, and support the agency on work health and safety to achieve safe workplaces for staff, visitors, and customers.

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Health and Safety, Employee Wellbeing and Organisational Psychology Manager roles can be offered in various teams within the Health and Safety Branch:

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The Customer Aggression Prevention team develops and improves policy and procedures to achieve safe workplaces for staff, visitors, and customers.

Employee Wellbeing Team

The Employee Wellbeing team provides consistent advice, information, and resources to promote employee health and wellbeing in the workplace.

Health and Safety Solutions Team

The Health and Safety solutions team works with business to implement effective approaches to mitigate risks and support workers involved in emotionally distressing work and are a key contributor to job re-design and process improvement considering health and safety implications of programmes, customer behaviour and interactions.

WHS Governance and Strategy Team

The WHS Governance and Strategy team designs, maintains, and reports on the agency's work health and safety system to promote safe working.

WHS Delivery Team

The WHS Delivery team supports managers to identify and mitigate WHS risks in consultation with workers and Health and Safety Representatives (HSRs) and conduct safety assurance audits and WHS incident investigations.

Duties

- Consulting and advising on workplace mental health programs and initiatives.
- Providing expert guidance on work health and safety issues, risk assessments, and incident management.
- Ensuring compliance with health and safety policies, procedures, and legislation.
- Developing and monitoring programs for health and safety and workplace mental health and employee wellbeing.
- Maintaining health and safety records, provide statistical reports, and participate in related forums.
- Coordinating health and safety representative selection and training and conduct workstation assessments.
- Managing administrative tasks, identify training needs, and implement provisions related to workplace safety and culture.

Eligibility

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

These positions are only open to people that identify with a disability. Section 27 of the Australian Public Service (APS) Commissioner's Directions 2016 provides an affirmative measure which allows vacancies to be restricted to people with disability, or a certain type of disability.

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.

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Notes

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

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To Apply

Position Contact	Mandy Kay, 0447 301 669
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0748770

Job Title	Health, Safety and Wellbeing Specialist (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - QLD QLD
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-1717
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

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Health and Safety, Employee Wellbeing and Organisational Psychology Manager roles can be offered in various teams within the Health and Safety Branch:

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The Customer Aggression Prevention team develop and improve policy and procedures to achieve safe workplaces for staff, visitors, and customers.

Employee Wellbeing Team

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Health and Safety Solutions Team

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WHS Governance and Strategy Team

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WHS Delivery Team

The WHS Delivery team supports managers to identify and mitigate WHS risks in consultation with workers and Health and Safety Representatives (HSRs), and conduct safety assurance audits and WHS incident investigations.

Duties

- Consulting and advising on workplace mental health programs and initiatives.
- Providing expert guidance on work health and safety issues, risk assessments, and incident management.
- Ensuring compliance with health and safety policies, procedures, and legislation.

- Developing and monitoring programs for health and safety and workplace mental health and employee wellbeing.
- Maintaining health and safety records, provide statistical reports, and participate in related forums.
- Coordinating health and safety representative selection and training and conduct workstation assessments.
- Managing administrative tasks, identify training needs, and implement provisions related to workplace safety and culture.

Eligibility

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

These positions are advertised under Affirmative Measure - Indigenous provisions. To be eligible to apply for a position advertised under Affirmative Measure you need to confirm all of the following:

- You are of Aboriginal and Torres Strait Islander Australian descent
- You identify as an Aboriginal or Torres Strait Islander Australian or both
- You are accepted as an Aboriginal or Torres Strait Islander Australian.

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.

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

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

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To Apply

Position Contact	Mandy Kay, 0447 301 669
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0748783

Services Australia

Closing Date:Monday 14 October 2024

Wellbeing & HR Support
Health and Safety

Job Title	Health, Safety and Wellbeing Specialist - Assistant Director (Affirmative Measure - Disability)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations in WA WA
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1716
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Human Resources (HR) as a function within the agency aims to understand the desired business outcomes, and ensure that the workforce is available, supported, confident and capable to deliver on those outcomes.

HR professionals within the agency enable business strategy with contemporary, professional people-based solutions, systems, and services. This includes implementation and delivery of client-centered, responsive, HR systems, processes and solutions that support the workforce to deliver on their strategy and priorities. Work health and safety professionals provide guidance and support in workplace health and safety matters, implement occupational health and safety procedures, monitor, and audit the workplace and record and investigate incidents.

Assistant Directors – Health and Safety may lead a multi-disciplinary team that develop and improve policy and procedures to achieve safe workplaces for staff, visitors, and customers. They ensure high quality delivery and improvement of a range of work health and safety activities including but not limited to advice and support in work health and safety, customer aggression prevention, employee wellbeing, as well as support and options to staff and leaders on inappropriate workplace behaviour, bullying

and harassment (including sexual harassment) to assist the agency in minimising the risk/impact of workplace incidents. Assistant Directors – Health and Safety exercise a considerable degree of independence and undertake a leadership role, with work being performed under the broad direction of senior staff. They manage detailed projects or programs and develop and manage relationships with stakeholders.

Assistant Director roles can be offered in various teams within the Health and Safety Branch:

Customer Aggression Prevention Team

The Customer Aggression Prevention team develop and improve policy and procedures to achieve safe workplaces for staff, visitors, and customers.

Employee Wellbeing Team

The Employee Wellbeing team provides consistent advice, information, and resources to promote employee health and wellbeing in the workplace.

Health and Safety Solutions Team

The Health and Safety Solutions Team works with business to implement effective approaches to mitigate risks and support workers involved in emotionally distressing work and are a key contributor to job re-design and process improvement considering health and safety implications of programmes, customer behaviour and interactions.

WHS Governance and Strategy Team

The WHS Governance and Strategy team designs, maintains, and reports on the agency's work health and safety system to promote safe working.

WHS Delivery Team

The WHS Delivery team supports managers to identify and mitigate risks in consultation with workers and Health and Safety Representatives (HSRs), and conducts safety assurance audits and WHS incident investigations.

Duties

- Providing specialist advice and support on work health and safety policy and interpretation issues.
- Consulting on workplace health and safety, mental health programs and related initiatives.
- Promoting compliance with policies and guidelines to prevent accidents/incidents.
- Identifying and developing work programs on health and safety and workplace mental health and wellbeing.
- Developing, implementing, and evaluating policy, guidelines, and documentation.
- Overseeing work health and safety reports and lead operations including business performance, resource management, and workflow prioritisation.
- Providing leadership and manage team performance, coaching, mentoring, and capability development.
- Researching, analysing, and developing innovative solutions to meet customer requirements and maintain stakeholder relationships.

Eligibility

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

These positions are only open to people that identify with a disability. Section 27 of the Australian Public Service (APS) Commissioner's Directions 2016 provides an affirmative measure which allows vacancies to be restricted to people with disability, or a certain type of disability.

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.

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

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

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To Apply

Position Contact	Sophie Nelson, 0409 686 618
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0748800

Job Title	Privacy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Sydney NSW
Salary	\$82,427 - \$88,944
Classification	APS Level 5
Position Number	EXT-APSL-2024-1896
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

The Legal Services Division is looking for highly capable people to join our Privacy Team to fill operational privacy roles. The Privacy Team works in a virtual environment within the Legal Services Division and manages the agency's response to privacy incidents and advises on privacy policy strategy.

The Privacy Team is responsible for the assessment of privacy incidents under the *Privacy Act 1988*, the development and maintenance of privacy policies, coordination of privacy matters with the Office of the Australian Information Commissioner and the provision of operational privacy advice. Privacy team members make decisions within defined parameters which requires a strong understanding of privacy legislation and internal policy requirements. The virtual team works closely together to manage workloads and statutory timeframes to deliver the agency's privacy obligations.

To be successful in these roles you will be outcomes focused, exercise independent judgement and identify and drive innovation. You will have an active role in delivering the agency's Master Plan and contributing to the agency's strategic direction to achieve business outcomes.

The roles are required to be highly responsive and escalate emerging and systemic issues that may impact on policy, processes, performance and/or customer outcomes.

Duties

- Completing assessments of privacy incidents in line with legislation, guidelines and agency policies and procedures and escalates complex issues to senior staff.
- Monitoring and report on assigned workloads, priorities and practices.
- Analysing information and data to make decisions and provide recommendations for a review or clearance by senior staff.
- Drafting a range of written material that may include correspondence, reports and documentation for review by senior staff.
- Developing and maintain stakeholder relationships to share and obtain information.
- Contributing to the development and implementation of improvements and best practices in processes and procedures.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

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

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

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Notes

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To Apply

Position Contact	Kerrie Terry, 02 49858757
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0748808

Job Title	Health, Safety and Wellbeing Specialist - Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations in WA WA
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1562
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

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HR professionals within the agency enable business strategy with contemporary, professional people-based solutions, systems, and services. This includes implementation and delivery of client-centered, responsive, HR systems, processes and solutions that support the workforce to deliver on their strategy and priorities. Work health and safety professionals provide guidance and support in workplace health and safety matters, implement occupational health and safety procedures, monitor, and audit the workplace and record and investigate incidents.

Assistant Directors – Health and Safety may lead a multi-disciplinary team that develop and improve policy and procedures to achieve safe workplaces for staff, visitors, and customers. They ensure high quality delivery and improvement of a range of work health and safety activities including but not limited to advice and support in work health and safety, customer aggression prevention, employee wellbeing, as well as support and options to staff and leaders on inappropriate workplace behaviour, bullying and harassment (including sexual harassment) to assist the agency in minimising the risk/impact of workplace incidents. Assistant Directors –Health and Safety exercise a considerable degree of independence and undertake a leadership role, with work being performed under the broad direction of senior staff. They manage detailed projects or programs and develop and manage relationships with stakeholders.

Assistant Director roles can be offered in various teams within the Health and Safety Branch:

Customer Aggression Prevention Team

The Customer Aggression Prevention team develop and improve policy and procedures to achieve safe workplaces for staff, visitors, and customers.

Employee Wellbeing Team

The Employee Wellbeing team provides consistent advice, information, and resources to promote employee health and wellbeing in the workplace.

Health and Safety Solutions Team

The Safe Service Design team works with business to implement effective approaches to mitigate risks and support workers involved in emotionally distressing work and are a key contributor to job re-design and process improvement considering health and safety implications of programmes, customer behaviour and interactions.

WHS Governance and Strategy Team

The WHS Governance and Strategy team designs, maintains, and reports on the agency's work health and safety system to promote safe working.

WHS Delivery Team

The WHS Delivery team supports managers to identify and mitigate WHS risks in consultation with workers and Health and Safety Representatives (HSRs), and conducts safety assurance audits and WHS incident investigations.

Duties

- Providing specialist advice and support on work health and safety policy and interpretation issues.
- Consulting on workplace health and safety, mental health programs and related initiatives.
- Promoting compliance with policies and guidelines to prevent accidents/incidents.
- Identifying and develop work programs on health and safety and workplace mental health and wellbeing.
- Developing, implementing, and evaluating policy, guidelines, and documentation.
- Overseeing work health and safety reports and lead operations including business performance, resource management, and workflow prioritisation.
- Providing leadership and manage team performance, coaching, mentoring, and capability development.
- Researching, analysing, and developing innovative solutions to meet customer requirements and maintain stakeholder relationships.

Eligibility

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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

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

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To Apply

Position Contact	Sophie Nelson, 0409 686 618
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0748809

Services Australia

Closing Date:Monday 14 October 2024

Legal Services
Privacy and Personal Information Release Privacy

Job Title	Senior Privacy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Sydney NSW
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-1900
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

The Legal Services Division is looking for highly capable people to join our Privacy Team to fill operational privacy roles. The Privacy Team works in a virtual environment within the Legal Services Division and manages the agency's response to privacy incidents and advises on privacy policy strategy.

The Privacy Team is responsible for the assessment of privacy incidents under the *Privacy Act 1988*, the development and maintenance of privacy policies, coordination of privacy matters with the Office of the Australian Information Commissioner and the provision of operational privacy advice. Privacy team members make decisions within defined parameters which requires a strong understanding of privacy legislation and internal policy requirements. The virtual team works closely together to manage workloads and statutory timeframes to deliver the agency's privacy obligations.

To be successful in these roles you will be outcomes focused, exercise independent judgement and identify and drive innovation. You will have an active role in delivering the agency's Master Plan and contributing to the agency's strategic direction to achieve business outcomes.

The roles are required to be highly responsive and escalate emerging and systemic issues that may impact on policy, processes, performance and/or customer outcomes.

Duties

- Completing assessments of complex privacy incidents in line with legislation, guidelines and agency policies and procedures.
- Escalating complex issues to senior staff.

- Monitoring and reporting on assigned workloads, priorities and practices of themselves and their team.
- Analysing complex information and data to make decisions and provide recommendations for a review or clearance by senior staff.
- Drafting a range of written material that may include correspondence, reports and documentation for review by senior staff.
- Managing relationships and negotiate with stakeholders regarding moderately complex matters, internal processes and development and review of governance documents and frameworks.
- Contributing to the development and implementation of improvements and best practices in processes and procedures.
- Providing guidance and support to junior staff on processing and case management.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

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

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

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To Apply

Position Contact	Kerrie Terry, 02 49858757
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0748831

Services Australia

Closing Date:Monday 14 October 2024

Wellbeing & HR Support
Health and Safety

Job Title	Health, Safety and Wellbeing Specialist - Assistant Director (Affirmative Measure - Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-1715
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

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WHS Delivery Team

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Duties

- Providing specialist advice and support on work health and safety policy and interpretation issues.
- Consulting on workplace health and safety, mental health programs and related initiatives.
- Promoting compliance with policies and guidelines to prevent accidents/incidents.
- Identifying and developing work programs on health and safety and workplace mental health and wellbeing.
- Developing, implementing, and evaluating policy, guidelines, and documentation.
- Overseeing work health and safety reports and lead operations including business performance, resource management, and workflow prioritisation.
- Providing leadership and managing team performance, coaching, mentoring, and capability development.
- Researching, analysing, and developing innovative solutions to meet customer requirements and maintain stakeholder relationships.

Eligibility

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These positions are advertised under Affirmative Measure - Indigenous provisions. To be eligible to apply for a position advertised under Affirmative Measure you need to confirm all of the following:

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- You are accepted as an Aboriginal or Torres Strait Islander Australian.

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

About the Services Australia

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

To Apply

Position Contact	Sophie Nelson, 0409 686 618
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0748895

Job Title	Technology and Digital Architects
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$114,128 - \$157,060
Classification	Executive Level 1;Executive Level 2
Position Number	EXT-M-2024-1927
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

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 Australian's 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 Australians citizens across major life events.

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

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

The Enterprise Architecture Branch is responsible for aligning business needs and ICT capabilities with the agency's overall technology plan. We partner with stakeholders across government to ensure that Services Australia continues to keep pace with industry advances. We provide Technical Architecture Services to the agency across all stages of the delivery lifecycle, from understanding the business environment, pain points and possibilities, to delivering high-quality solutions that address business, data, and functional needs, identifying both future state and immediate solutions. We provide expert guidance to reduce complexity across projects while aligning with the agency's strategic goals.

We are looking for architects at both the Executive Level 1 and Executive Level 2 level to help us use technology to improve our services based on our business and customer needs.

Duties

- Establishing and maintaining architecture standards and roadmaps.
- Supporting the development of solution architecture to meet business, regulatory, and non-functional requirements.
- Developing and maintaining effective architecture artefacts, including future state roadmaps, frameworks, policies, and patterns.
- Ensuring adherence to architecture standards and drive readiness activities for smooth governance.
- Collaborating with stakeholders to resolve architecture issues and ensure timely project implementation.
- Managing the alignment of architecture deliverables to enterprise strategies and review impacts on strategic directions.
- Providing leadership and direction by collaborating with stakeholders to resolve architecture issues and ensure timely project implementation, managing the alignment of architecture deliverables to enterprise strategies and reviewing impacts on strategic directions.

- Preparing correspondence, briefs, reports, and documentation for executive-level review.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

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

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

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

Notes

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

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

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To Apply

Position Contact	Kate Zwegers, 0407047973
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Community Grants Hub
Health Grants / State Network

Job Title	Funding Arrangement Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$86,542 - \$92,420
Classification	APS Level 5
Position Number	EXT-2024-1310
Agency Website	https://www.dss.gov.au/

Job Description

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

Contract Managers are known in the Hub as Funding Arrangement Managers or FAMs. As a FAM, you will play a critical role to the Hub's success in ensuring that Government's funded programs are delivered effectively to support Australian people and communities.

Working in close connection to service providers and community, you will be the 'eyes and ears' of the department as you:

- engage regularly with funded organisations to ensure that programs are being delivered in a way that is consistent with the requirements of the grant agreement
- build networks and relationships with funded organisations, as well as other key stakeholders such as the not-for-profit community sector, Commonwealth, state and territory governments, local government, peak representative organisations, and research bodies
- gather local intelligence on how programs are being delivered on-the-ground to inform policy development and program re-design.

Training will be provided to assist new staff to perform their role.

Occasional travel may also be required.

Duties

- assess and monitor the performance of funded organisations against agreed objectives, targets and outcomes in the grant agreement
- address instances of poor performance or non-compliance with input from a supervisor to achieve the policy and program outcomes
- build strong relationships with organisations to assist them to deliver their services, and manage issues and risks, generally with higher risk organisations
- proactively identify, document and escalate issues and risks that may impact the funded organisation's ability to achieve policy or program outcomes
- use various IT systems to monitor and record performance and risk data
- identify local and environmental trends that impact the delivery of policies and programs

- gather and analyse local intelligence to feed back to policy areas on the impact of policies and programs
- maintain knowledge of relevant program guidelines, legislation and policy frameworks.

Please review the job pack for the full position description.

Eligibility
Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Kathryne Bradley, (02) 9942 5722
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0748699

Department of Social Services

Closing Date:Monday 14 October 2024

NDIS Markets and Safeguards
Disability Evidence

Job Title	Assistant Director - Disability Evidence Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-1294
Agency Website	https://www.dss.gov.au/

Job Description

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

The Assistant Director will support the NDIS Evidence Advisory Committee (EAC), its sub-committees and related governance bodies and provide policy advice to the Director, EAC Support section and Branch Manager, Disability Evidence Branch.

This includes preparing meeting papers and minutes and writing briefings on committee matters for Senior Executives. The Assistant Director will supervise 1-2 APS staff providing logistical support to the committee (for example, arranging travel, payments and scheduling).

Duties

- provide high quality service to committee members to ensure they are supported to complete their work efficiently and effectively
- prepare and coordinate committee documents including agendas, discussion papers, minutes and correspondence
- provide briefings and project status updates to senior staff
- manage committee scheduling and manage timeframes for committee input, decisions and other communications
- supervise, guide and develop staff.

Please review the job pack for the full position description.

Eligibility

Notes

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To Apply

Position Contact	Stephen Gribble, (02) 6146 1009
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0748678

National Disability Insurance Agency

Closing Date:Monday 14 October 2024

Operations Performance Capability Division
Performance Workload Planning Quality Performance Outcomes Framework

Job Title	APS6 Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Preston VIC, Adelaide SA, Wollongong NSW, Newcastle NSW
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	1622_08/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Project Officer will be responsible for supporting development and governance of the Service Delivery Performance Framework. The Performance Framework supports service delivery staff to measure success, align strategies and meet objectives set out in the Corporate Plan and Participant Service Charter

Duties

APS6 Project Officers work under the broad direction of EL1 Project, Data or Communication leads to scope and make plans for projects tasks and deliverables. Once tasks have been determined you will work with a high degree of autonomy to create products aligned with project objectives.

Key tasks that that you will complete will be:

APS6 Data Project Officer

- Create tools for the collection of frontline data using MS Teams and Power Automate
- Analyse data to derive insights and develop realistic performance targets
- Collaborate with internal stakeholders to develop fit-for-purpose products
- Present results to a range of stakeholders

APS6 Communications Project Officer

- Create content for a range of communication channels such as talking point, notices, learning materials, presentations and learning materials
- Create accessible and visually appealing document including application of formatting and use of plain English principles.
- Collaborate with internal stakeholders to develop fit-for-purpose products
- Contribute to Service Delivery strategies for improving frontline communication

Eligibility

While this role is ideally performed from Newcastle NSW, Wollongong NSW, Adelaide SA, Preston, Vic, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 1 year may be offered.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Elliot Taylor, elliot.taylor@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0748791

National Disability Insurance Agency

Closing Date:Monday 14 October 2024

NSW Division
NSW ACT Service Delivery Branch

Job Title	EL2 Service Delivery (General & Affirmative Measures - First Nations & Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	\$136,863 - \$155,386
Classification	Executive Level 2
Position Number	1623_08/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

NSW ACT Service Delivery is responsible for engaging with participants and managing participant plans and supports. State and Territory-based business units manage the operating functions of the NDIS, ensuring accessible, nationally consistent participant experiences.

The EL2 Director Service Delivery is responsible for actively managing key internal and external stakeholder relationships and may be required to represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

You as the Director will work with a high degree of autonomy and professionalism, with a focus on providing detailed technical, professional, policy, operational support, and advice in relation to complex problems. Not every day will be the same and being adaptable is the key to success within this role.

Duties

Where you can add value

As the EL2 Director, you will be an important part of the NSW/ACT leadership team and will support staff plus teams across both the state and territory. Critical skills are stakeholder management, change management, customer focus and people leadership. Our ideal candidate will demonstrate:

- Build and maintaining effective internal and external stakeholder connections and relationships.
- Establish quality planning outcomes for participants in accordance with the internal policy and guidelines.
- Effectively managing change to ensure workforce wellbeing and maintain productivity.
- Apply innovation, sound judgement and problem-solving skills to ensure improved outcomes for people with disabilities.
- Leading and supporting a workplace culture that aligns with the NDIA values.

Enough about us, let's talk about you

Essential skills and attributes for effectively performing the duties of this role:

- Provide strategic advice and problem-solving for complex and potentially sensitive matters
- Extensive knowledge of legislative frameworks, government decision-making, and agency guidelines.
- Detailed knowledge of statutory, regulatory, and policy frameworks.
- Ensure high-quality outputs and maintain specialist expertise.
- Develop business plans, strategies, and priorities.
- Make decisions with significant impact on agency operations.
- Establish and maintain key strategic networks.
- Resolve issues and risks across wide-ranging activities of substantial depth involving significant detail.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements.
- Competitive remuneration and working conditions that support a positive work life balance.
- Access to ongoing professional development and learning.

Eligibility

The health and safety of workers, Participants and other visitors in our offices is our highest priority. Some roles within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory vaccinations.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While the role will be based in ACT - Deakin, remote working arrangements may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

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

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Abbey Hayward, 0249429219
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0748836

National Disability Insurance Agency

Closing Date:Sunday 13 October 2024

Operations Performance Capability
Technical Advice Practice Improvement TAB Advisory

Job Title	APS6 Technical Advisory (Professional Stream)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Parramatta NSW, Brisbane QLD, Chermside QLD, Adelaide SA, Hobart TAS, Geelong VIC, Richmond VIC, Perth WA
Salary	\$96,546 - \$103,035
Classification	APS Level 6
Position Number	1826_09/24_EXT
Agency Website	https://www.ndis.gov.au

The Technical Advice and Practice Improvement Branch is part of the Operations Performance and Capability Division and is responsible for providing specialist technical, clinical and operational advice in relation to complex cases and support requests. The branch drives consistency in the application of the NDIA reasonable and necessary planning decisions and access decision-making frameworks to facilitate the achievement of Participant and Scheme Outcomes.

The APS6 Technical Advisory (Professional Stream) is required to provide detailed technical, professional, policy, operational support and advice in relation to complex problems. Where required, the role will coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

- Providing Health and Allied Health clinical and technical expertise advising on the most appropriate supports to achieve participant outcomes
- Managing complex and sensitive conversations and situations associated with NDIS decision making.
- Providing high quality written and telephone advice, and record keeping
- Liaising and working with stakeholders, delegates, partners and providers to ensure consistent decision making and outcome achievement
- Supporting NDIS staff conducting internal and Administrative Appeals Tribunal review of decisions

Alongside your excellent people skills and professional attitude, you will have:

- Disability, hospital or aged care experience
- Demonstrated leadership experience
- High level communication and interpersonal skills
- Demonstrated clinical experience

Eligibility

This position is within the professional job stream.

To be eligible to occupy this Professional Stream position you are required to perform certain duties that the CEO decides that your skills, qualifications and experience are essential or appropriate for entry.

- Occupational Therapy
- Prosthetics and Orthotics
- Speech Pathology
- Physiotherapy
- Psychology
- Registered Nursing
- Social Work

You will need to possess relevant academic qualifications with currency of accreditation and membership with Professional Peak Bodies. All officers must be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or be a member under Allied Health Professional Australia (AHPA), together with extensive professional clinical experience in health, allied health or disability sectors.

While this role is ideally performed from TAS - Hobart, VIC - Geelong, VIC - Richmond, WA - Perth, QLD - Chermside, NSW - Parramatta, NT - Darwin, QLD - Brisbane, or SA - Adelaide, remote working arrangements may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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To Apply

Position Contact	Judy Bornman, 07 32330265
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

Social Services

Vacancy VN-0748857

National Disability Insurance Agency

Closing Date: Sunday 13 October 2024

CHIEF INFORMATION OFFICER DIVISION
ICT INTEGRITY TRANSFORMATION DELIVERY

Job Title	APS6 Project Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Surry Hills NSW, Deakin ACT, Brisbane QLD, Adelaide SA, Hobart TAS, Geelong VIC, Perth WA, Richmond VIC
Salary	\$93,196 - \$103,035
Classification	APS Level 6
Position Number	1671_08/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://ndiajobs.nga.net.au/?jati=7F34AE15-3A8A-93D0-1BE4-DB1EFDAAF51A>

A new role awaits

The ICT Integrity Transformation Delivery Branch has several upcoming vacancies for APS6 Project Support Officers across the Project teams within the Crackdown on Fraud Program (CDoF).

The ICT Integrity Transformation Delivery Branch delivers systems and services that help protect and improve the integrity of the NDIS as well as combat fraud and non-compliance.

The branch develops and implements ICT solutions to reduce fraud and fulfil the goals of the NDIS Review, which are to become more responsive, supportive and sustainable, and put people with disability at the centre of everything we do. The ICT Integrity Transformation Branch is responsible for achieving these goals so that the NDIA can provide a better scheme for participants, staff, partners and providers.

The APS6 Project Support Officer will have substantial experience in Project support. A background in ICT projects will be highly regarded. You should be a team player but also able to work autonomously.

The ideal candidates for these roles:

- Have experience as a Project Support Officer in large programs.
- Have experience using Jira or similar project management tools.
- Have experience working on ICT projects.
- Can work independently as well as part of a team.
- Are flexible and able to work in a fast-paced and ambiguous environment.
- Have proven ability in stakeholder engagement.
- Have exceptional attention to detail.

Duties

The APS6 Project Support Officers work with the project teams delivering the Crackdown on Fraud Program (CDoF). They work independently on ICT Delivery projects and programs across a broad range activities including, consultation, planning, scheduling,

Responsibilities of the role may include, but are not limited to:-

- Support project managers through the System Delivery Life Cycle (SLDC) across all phases of delivery.
- Manage and organise project requirements using Agency tools such as Jira and other project management tools.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information.
- Report on work package activities against agreed criteria as directed by the project manager.
- Support risk and issue identification, assessment and mitigation activities by ensuring risks and issues are documented, reviewed and escalated as appropriate.
- Maintain program/project information in accordance with APS regulations and policies.
- Support project managers across recruitment and procurement.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from ACT – Deakin, NSW – Surry Hills, NT – Darwin, QLD – Brisbane, SA – Adelaide, TAS – Hobart, WA – Perth, VIC-Geelong or VIC – Richmond, remote working arrangements may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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To Apply

Position Contact	Kirsty Anderson, 03 9208 0789
Agency Recruitment Site	https://ndiajobs.nga.net.au/?jati=7F34AE15-3A8A-93D0-1BE4-DB1EFDAAF51A

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Social Services

Vacancy VN-0748860

National Disability Insurance Agency

Closing Date: Sunday 13 October 2024

Strategic Communications Division
MEDIA BRANCH EVENTS

Job Title	APS5 Events
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Brisbane QLD, Adelaide SA, Geelong VIC, Richmond VIC, Perth WA
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	Delete Job Card 1849_09/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Are you an organised and driven individual seeking a challenging and rewarding career in the Australia Public Service? The NDIA has an exciting APS5 Events opportunity available within the Media Branch.

The Media Branch is part of the Strategic Communications Division. The branch is responsible for engaging with the community through media, social media, digital media and events.

The Events team at the NDIA encompasses four key functions that cover event management and support, third-party events and expos and executive and ministerial event support. This service offer enables the NDIA to deliver impactful and successful events while fostering internal and external connections and advancing the interests of the Agency.

Duties

Where you can add value

The APS5 Events position will support the event lead in event coordination of face-to-face, virtual and hybrid events including accessibility requirements from planning to delivery and post event evaluation.

Additional responsibilities will include:

- Providing logistical management and advice for the Agency, delivering proactive and nationally consistent engagement activities, including the provision of logistical support at external forums and events.
- Preparing event and engagement meeting briefs for high level stakeholders, supporting Minister and senior leadership attendance at events.
- Supporting multiple events simultaneously, sometimes with tight deadlines.
- Working with a range of stakeholders both internally and externally.
- Tracking and reporting on event activity including budget and financial records.
- Managing, allocating and providing responses for shared inbox enquiries.

Eligibility

Enough about us, let's talk about you

Our ideal candidate will be highly motivated and possess strong administration skills. You will be organised, proactive, and able to exceed in a fast-paced work environment. A high attention to detail and the ability to make decisions whilst working independently and proactively are pivotal to be successful in this role. You will have excellent communication and interpersonal skills and commitment to service and delivering quality work.

Working at the NDIA, it is essential you have a positive contemporary attitude to people with disability along with a high level of understanding and knowledge of disability and its impact on individuals.

For more information about the NDIS including our values, capabilities and behaviours, along with our application process, please refer to our website.

Notes

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians. You will have access to higher superannuation and above market leave entitlements as well as working conditions that support a positive work life balance.

While this role is ideally performed from Surry Hills – NSW, Geelong or Richmond – VIC, Brisbane – QLD, Adelaide – SA or Perth, WA remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

Successful candidates will be required to undergo a pre-employment National Police History

check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close 11:30pm AEDT on Sunday, 13 October 2024.

If you have any questions, please contact **Tim Fettis** on **0488 908 023** or email **tim.fettis@ndis.gov.au**.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Tim Fettis, 0488 908 023
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0748894

National Disability Insurance Agency

Closing Date:Sunday 13 October 2024

Chief People and Wellbeing Officer
Staff Safety Wellbeing & Security

Job Title	APS5 Mental Health and Wellbeing Project
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Richmond VIC, Surry Hills NSW, Deakin ACT, Hobart TAS, Brisbane QLD, Darwin NT, Adelaide SA, Perth WA
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	0931_05/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Do you have a passion for Mental Health and Wellbeing? Are you looking for a challenging and rewarding career opportunity within the NDIA? We may have the right role for you then, bringing an exciting opportunity to join the NDIA's Safety, Wellbeing and Security Branch.

The Safety, Wellbeing and Security Branch has been formed to ensure that our organisation and its people are healthy and secure while at work. As part of the broader People, Culture and Wellbeing team the branch collaborates across the organisation to proactively manage risk and issues pertaining to safety and physical security. The branch also ensure that people risks are managed and the associated assurance and compliance actions are undertaken.

Our ideal candidate will be an effective communicator and have a passion for sharing information including about programs and resources available for mental health and wellbeing activities. They will be able to demonstrate success in effectively prioritising competing requirements, with strong interpersonal skills that will serve them well in enhancing stakeholder experience and team culture. You will have sound knowledge of current policies and legislation. This role will draw on candidates' passion for Mental Health and Wellbeing and their risk management skills to ensure every employee feels safe at work. If you have these skills and experience, we encourage you to apply.

Duties

Where you can add value

The APS5 Mental Health and Wellbeing Project role will have the opportunity to provide support and guidance about health, wellbeing and safety queries, foster strong stakeholder relationships and contribute to the continuous improvement of our processes.

Additional responsibilities will include, but not limited to:

- Delivering projects and programs associated with Safety and Wellbeing Strategy, People, Culture and Wellbeing Strategy and Well+.
- Liaising with stakeholders, identifying and determining most appropriate wellbeing solutions, this includes delivering presentations for the business areas.

- Developing and creating awareness and building knowledge of mental health and wellbeing resources internally, including the EAP provider TELUS Health.
- Managing or providing responses for enquiries about health, wellbeing and safety.
- Identifying, assessing, reviewing and making recommendations on mental health and wellbeing supports for the Agency and staff.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Libby Hammond, 0408021137
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0748889

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Sunday 13 October 2024

Legal Services and Internal Integrity
Legal Services and Internal Integrity Legal Services – Legislation and Reg Framework

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Adelaide SA, Melbourne VIC, Brisbane QLD, Penrith NSW, Parramatta NSW, Darwin NT, Perth WA
Salary	\$89,673 - \$105,972
Classification	APS Level 5;APS Level 6
Position Number	233_09/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

About the NDIS Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is a regulator established on 1 July 2018 as an independent agency under section 181A of the National Disability Insurance Scheme Act 2013 (the NDIS Act) to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia.

During its formative phase, the Commission’s focus was on establishing the essential systems and processes needed to meet its legislated responsibilities. The Commission is now in the exciting stage of transitioning from “start-up” to the scale-up maturing of its operations to becoming an effective and contemporary regulator – marked by a period of significant growth and expansion.

Duties

1. Support the section's work in drafting, interpreting, and providing advice on the NDIS Act, NDIS Rules, and policies, ensuring compliance with statutory requirements and internal timeframes
2. Liaise with internal clients and external stakeholders on legal matters, respond to client needs and expectations in a timely manner and maintain productive relationships with clients and other legal teams in the Division

3. Support the section's work to continuously improve the regulatory framework, including advising on legal policy matters and legislative review and development
4. Assist with legal matters involving the interpretation or application of the NDIS Act, NDIS Rules, and policies, including researching issues and drafting advice and/or guidance materials
5. Apply a sound general knowledge of the role and functions of the agency and an understanding of how these relate to the legal services function and the Commission's strategic direction
6. Participate in activities and meetings to develop knowledge and expertise in relation to legal professional skills

Eligibility

The following are minimum mandatory requirements for the role:

1. Tertiary qualifications in law, admitted as a legal practitioner in the High Court or a Supreme Court of an Australian State or Territory; and hold, or be eligible to hold, a restricted practicing certificate issued by the Law Society of a State or Territory
2. Experience in delivering consistent, timely and high-quality legal services in a fast paced and complex environment, with a strong focus on client service
3. The ability to apply sound legal skills to complex and sensitive issues demonstrating good judgement, the ability to take direction and work collaboratively to meet deadlines
4. Well-developed communication and interpersonal skills to positively engage and collaborate with clients and stakeholders on legal matters and issues
5. The ability to assist with and draft the preparation of procedural or legal manuals and guidelines
6. The ability to work independently but when required, discuss complex or difficult issues with senior legal staff

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website [Definition of Disability](#).

To Apply

Position Contact	Brett Harris, 0402 116 449
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0748907

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Sunday 13 October 2024

Legal Services and Internal Integrity
Internal Integrity Unit Administrative Review & Governance

Job Title	Senior Administrative Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Hobart TAS, Penrith NSW, Parramatta NSW, Brisbane QLD, Adelaide SA, Darwin NT, Perth WA
Salary	\$93,023 - \$104,558
Classification	APS Level 6
Position Number	234_09/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The NDIS Quality and Safeguards Commission (NDIS Commission) is a regulator established on 1 July 2018 as an independent agency under section 181A of the National Disability Insurance Scheme Act 2013 (the NDIS Act) to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia. During its formative phase, the Commission’s focus was on establishing the essential systems and processes needed to meet its legislated responsibilities. The Commission is transitioning from “start-up” to the scale-up maturing of its operations to becoming an effective, approachable and transparent regulator.

The Senior Administrative Review Officer is responsible for assisting the Internal Integrity Unit in effectively implementing the NDIS Commission’s legislative obligations and functions in the following areas:

1. Privacy
2. Assess the NDIS Commission’s data handling practices, privacy policies, procedures and guidelines to identify gaps and non-compliance with privacy reforms.

3. Action the privacy reforms roadmap to ensure alignment with scope, deliverables and timelines.
4. Implement privacy policies and procedures and guidelines that align with best practice.
5. Effectively communicate with stakeholders to keep informed of progress of the privacy reform project and assist with the integration of privacy reforms across all areas of the NDIS Commission.

Duties

Key duties

The Senior Administrative Review Officer is responsible for assisting the Internal Integrity Unit in effectively implementing the NDIS Commission's legislative obligations and functions in the following areas:

Privacy

1. Assess the NDIS Commission's data handling practices, privacy policies, procedures and guidelines to identify gaps and non-compliance with privacy reforms.
2. Action the privacy reforms roadmap to ensure alignment with scope, deliverables and timelines.
3. Implement privacy policies and procedures and guidelines that align with best practice.
4. Effectively communicate with stakeholders to keep informed of progress of the privacy reform project and assist with the integration of privacy reforms across all areas of the NDIS Commission.
5. Contribute to privacy training and awareness programs to educate employees about privacy requirements, data protection and their roles and responsibilities in safeguarding personal and sensitive information held by the NDIS Commission.
6. Assist with change management strategies to ensure a smooth transition to new policies and procedures, address resistance to change and provide support to employees as they adapt to new requirements.
7. Evaluate and monitor compliance with privacy reforms and best practices to identify improvement measures.

Internal Review

1. Draft administrative decisions, brief delegates and co-ordinate responses relating to complex or sensitive matters relating to the functions of the Internal Integrity Unit. This will include effectively managing multiple matters, which may include freedom of information requests, complaint or public interest disclosure investigations, internal reviews or privacy matters;
2. Co-ordinate and gather information relating to matters and monitor compliance with statutory and internal timeframes;
3. Use appropriate tools (including the Microsoft Office suite) and templates to aid processing of and reporting on matters against tight deadlines;
4. Respond to inquiries regarding the functions of the Internal Integrity Unit to internal and external stakeholders;
5. Work collaboratively with staff of the NDIS Commission, including with Legal Services Branch in relation to external review proceedings and with decision-makers in relation to freedom of information and internal review matters;
6. Manage highly sensitive or confidential material, including public interest disclosures, treating information with appropriate sensitivity; and
7. Assess and develop practice with a continuous improvement lens to develop capability within the NDIS Commission.

FOI

1. Assist the freedom of information (FOI) team in creating, processing, and making FOI decisions, including complex and sensitive access requests, ensuring all matters are recorded and closed correctly.

2. Frequently liaise with business areas to identify relevant documents and consult on proposed exemptions.
3. Effectively engage with FOI applicants, other Commonwealth and State agencies and third parties in formal consultation processes.
4. Draft FOI decisions with limited supervision, and brief delegates in relation to requests for access to documents made under the FOI Act.
5. Demonstrate good judgement and pay careful attention to detail in order to make lawful decisions confidently, while undertaking analysis and drawing accurate conclusions based on evidence.
6. Assist the Assistant Director in responding to requests for information from the Office of the Australian Information Commissioner (OAIC) relating to applications for OAIC review of FOI decisions.
7. Assist in developing and maintaining internal FOI reference materials including FOI templates and other reporting functions, as needed.
8. Manage confidential material and treat information with appropriate sensitivity.

The Senior Administrative Review Officer is also responsible for assisting the Assistant Directors and the Director with any other tasks as is required from time to time. **Eligibility**

Skills, Knowledge, and Personal Attributes

This role would suit critical and creative thinkers with excellent attention to detail, and a passion for effective client service, process improvement and delivering positive outcomes in an integrity context. To be successful in the role, you must have excellent organisational skills, work well in a fast-paced environment and enjoy juggling multiple competing priorities.

Minimum Mandatory Requirements

To be considered for this role, candidates must have at least 2 years' experience in one, or more of the following, and be willing to work across all workstreams in the Administrative Review and Governance team, including:

1. Privacy
2. Freedom of Information
3. Internal reviews/administrative decision making

In addition, candidates must demonstrate:

1. Excellent interpersonal skills to positively engage and collaborate with stakeholders at all levels;
2. Self-motivated, ability to quickly learn and acquire skills and knowledge in an unfamiliar area of work or subject matter; and
3. Work experience or familiarity with government operations and procedures.

Highly Desirable

The following qualifications, knowledge and experience are highly desirable (but not mandatory):

1. Qualifications in law or public administration.
2. Knowledge of the NDIS and an understanding of the role of the NDIS Commission.
3. Experience working in the disability sector.

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website [Definition of Disability](#).

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0748874

Australian Securities and Investments Commission

Closing Date:Sunday 13 October 2024

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	1821336
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=226073876

- **ASIC is seeking a full time Executive Assistant to support the Chief Internal Auditor and the Internal Audit Team.**
- **Permanent position based in Canberra or Sydney.**
- **Salary range from \$90,749 - \$107,911 (plus 15.4% superannuation) depending on experience.**
- **Hybrid working – enjoy 2-3 days working from home.**

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

Internal Audit is a core and highly valued element of ASIC's corporate governance framework. The team works closely with the Audit and Risk Committee, the Executive Risk Committee, Commission Risk Committee and all levels of Senior Management and Commission members across ASIC.

The work of the internal audit function is interesting and broad ranging. It includes assessing internal control frameworks, governance and risk management processes across all areas of ASIC's business, as well as a range of other management assurance activities.

The role

As an Executive Assistant, you will be accountable for:

- Working effectively (supporting up to two Senior Executives) as a crucial part of the Internal Audit team through the provision of administrative support to the Chief Internal Auditor (CIA) and the wider Internal Audit team.
- Being the key point of contact for the Audit and Risk Committee (ARC) members (currently 5 external members) and ensuring that their travel, business and meeting needs are met and having the great opportunity to work as a secretariat for ASIC's ARC meetings (up to 8 per year).
- Providing a range of services including preparing presentations, correspondence, filing and records management, mail, maintenance of registers and databases, as relevant.
- Arranging and coordinating meetings with all stakeholders including room & equipment bookings, catering needs, agenda preparation, and preparing and sending meeting documentation.
- Coordinating travel and accommodation, preparing corporate card reconciliations, basic procurement, and expenditure administration.
- Undertaking coordination of stakeholder meetings for the CIA, liaising with the wider ASIC EAs and managers to ensure time frames are met.
- Participating in meetings, taking minutes, disseminating meeting documents, drafting minutes and monitoring action items

- Working with the Executives to support Internal Audit team members adapt to IT changes or different ways of working.
- Participating in the ASIC EA network.

Duties

About you

- Relevant vocational qualification in office or business management.
- 5~7 years of experience with diary management and administrative requirements of senior executives in a government agency, financial services, or private sector organisation.
- Ability to work autonomously, demonstrate initiative, manage priorities and allocate resources to achieve outcomes.
- Experience preparing presentations using PowerPoint.
- Experience undertaking research, reviewing, and editing documents, to assist with the preparation of responses.
- Experience working with Microsoft products including Outlook, word, excel and PowerPoint.
- Experience working with SharePoint or similar content management database.
- Ability to resolve problems, demonstrating analytical and decision-making capability.
- Ability to build and maintain working relationships effectively liaising with the EA network and ASIC staff in the Group.

About ASIC

ASIC is Australia's corporate, markets, financial services and consumer credit regulator. Our vision is for a fair, strong and efficient financial system for all Australians.

A future with ASIC means that your work will contribute to achieving ASIC's vision.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued by ASIC's Security team.

View the position description for more information or click 'apply' to start your application.

Applications for this role will close at 11:59pm on Sunday 13 October 2024.

Eligibility Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Jennifer Pai, 0478 967 627
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0748893

Australian Securities and Investments Commission

Closing Date: Sunday 13 October 2024

Finance

Job Title	Financial Accountant, Statutory Reporting
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	\$123,444 - \$144,386
Classification	Executive Level 1
Position Number	181688
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

careers.asic.gov.au

- Great opportunity to join ASIC's Finance team
- Enjoy flexible work arrangements, including up to 5 days a fortnight working from home
- Role located in Sydney, Melbourne, Brisbane or Canberra with other locations considered
- Salary \$123,444 - \$144,386 plus 15.4% superannuation

Duties

The Financial Accountant is responsible for the preparation of ASIC's external reporting and statutory reporting requirements, ensuring the integrity of ASIC's accounts and compliance with relevant accounting standards, providing expert analysis and advice

to stakeholders, as well as managing the accounting treatment of ASIC's non-financial assets. This role will work closely with key external and internal stakeholders, including Finance Business Partners, Department of Finance and Department of the Treasury.

Eligibility

We are looking for someone with tertiary qualifications in accounting or related discipline who has, or is working towards, a CA or CPA membership.

You'll need demonstrated experience in preparing accurate statutory reports for an Australian Government agency, in applying and interpreting the PGPA Act and in capital and project accounting.

You will have provided financial advice & analysis, guidance and interpretation to board level senior executives and senior line managers.

The successful candidate will have strong analytical skills with the ability to organise, analyse and disseminate financial information with strong attention to detail and accuracy.

Stakeholder management experience including building and developing productive relationships both internally and externally is essential.

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	judy.lyng@asic.gov.au, 0412673044
Agency Recruitment Site	careers.asic.gov.au

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Treasury

Vacancy VN-0748551

Australian Taxation Office

Closing Date:Monday 14 October 2024

Job Title	Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Moonee Ponds VIC, Parramatta NSW
Salary	\$70,280 - \$75,824
Classification	APS Level 3
Position Number	EXT_ATOP_119_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=BD455C7C-4C42-ABA7-A8FA-DB1E46DD724C>

Duties

We are seeking motivated individuals to join our Payroll Services team.

As a Payroll Officer, in our ATO People business area, you'll undertake a range of employee pay, superannuation, conditions and entitlements activities. This includes resolving any related issues and conducting basic research and analysis activities. You'll provide advice to a range of clients using established processes and methodologies, legislative, policy and regulatory frameworks.

You will work collaboratively, sharing knowledge and providing advice to team members and clients to achieve results and develop effective working relationships.

You will be accountable for organising your own workflow and delivering results in accordance with your work area and team plans.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility

Notes

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Despina Iliovska, (03) 8632 5437
Agency Recruitment Site	https://ato.nga.net.au/?jati=BD455C7C-4C42-ABA7-A8FA-DB1E46DD724C

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Treasury

Vacancy VN-0748588

Australian Taxation Office

Closing Date:Thursday 10 October 2024

Enterprise Strategy and Design
ATO Property

Job Title	Property Services Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$145,264 - \$173,031
Classification	Executive Level 2
Position Number	EXT_ESD_107_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=0C8146EE-827C-E9B3-00F3-DB1E491B91D2>

Duties

We are seeking experienced leaders to join our ATO Property Services team.

The Property Services Director performs an important leadership role in the agency and is expected to influence, lead and manage change and take an active role in shaping workspaces and supporting services that enhance the experience of all employees at work. You'll exercise a significant degree of independence and will have accountability for leading one or more work teams responsible for delivering elements of the agency's property-related operations.

In this specialised role, you will be responsible for developing and leading a team of experts to deliver highly complex, technical and sensitive projects or programs that hold strategic, political and operational significance to the agency. You'll demonstrate a comprehensive understanding of the positions requirements, including the legislative, regulatory and compliance frameworks that

underpin its activities, as well as a broad knowledge of the property industry.

You will provide advice to senior management and a wide range of stakeholders. You'll initiate, establish and maintain strong strategic relationships with key stakeholders both internally and externally to achieve business outcomes.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility
Notes

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To Apply

Position Contact	Nyree Littleton, (07) 3213 5582
Agency Recruitment Site	https://ato.nga.net.au/?jati=0C8146EE-827C-E9B3-00F3-DB1E491B91D2

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0748745

Job Title	Accountant - Flood Warning Infrastructure Network
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$110,115 - \$120,760
Classification	Executive Level 1
Position Number	60018977
Agency Website	

Job Description

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

The Bureau is seeking a high performing Executive Level 1 to undertake the role of accountant for the implementation of a major program of work relating to flood warning network assets and cost recovery arrangements. The role will report to the Manager of Statutory Reporting and Operations, Enterprise Services Group.

The role will develop and implement financial policy and internal controls in relation to a major new program of work relating to the acquisition of flood warning infrastructure assets from states and territories. In addition, a core part of the role will be to develop and implement a policy and processes for costing and cost recovery of annual maintenance for the flood warning infrastructure assets.

This role will manage the financial aspects of a large and geographically dispersed network of flood warning assets.

Duties

Responsibilities of the role include:

1. Develop and implement financial policy and internal controls in relation to the acquisition and disposal of flood warning infrastructure assets from states and territories, including education material and engagement with all relevant Bureau staff
2. Develop and implement financial policy and process for the ongoing financial management of the assets such as stocktake, valuation and impairment policy and procedures
3. Develop and implement a policy and processes for costing and cost recovery of annual maintenance for the flood warning infrastructure assets
4. Working with the Asset Accountant, manage all financial reporting aspects of the flood warning assets
5. Working with the Asset Accountant ensure all appropriate asset reconciliations, quality assurance reviews and accounting workpapers are prepared to a high standard within required timeframes
6. Provide leadership, expertise, and strategic advice in relation to the Bureau's Asset Management framework
7. Lead and drive cultural change to deliver asset management capability for the Bureau
8. Maintenance and improvement of controls that relate to assets
9. Promotion and leadership to build a climate of continuous improvement to ensure high quality delivery within the Asset Accounting Team
10. Strong knowledge of, and the ability to apply, Australian Accounting Standards, Commonwealth Government financial frameworks and accounting principles
11. Provision of specialist financial and accounting advice in relation to Commonwealth financial asset management
12. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications and experience:

Experience with the Public Governance, Performance and Accountability (PGPA Act) 2013 and managing assets in a Commonwealth Government setting is a mandatory requirement.

Demonstrated experience in and knowledge of the following would be highly advantageous:

- SAP.
- policy and process writing.
- the Australian Government Cost Recovery Policy.

Appropriate qualifications or progress towards, (CA/CPA or equivalent) are desirable with strong financial management experience within a Commonwealth Government context.

Notes

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About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Helen Armstrong, 0439 006 538
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Employment and Workplace Relations

Vacancy VN-0748844

Fair Work Ombudsman

Closing Date:Sunday 13 October 2024

Legal and Policy
Legal and Specialist Advice Pay Tools Team

Job Title	Director – Pay Tools
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$141,878 - \$165,963
Classification	Executive Level 2
Position Number	24/095EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking a Director for our Canberra, Melbourne or Sydney office locations. Full-time and part-time hours are available. Offers will be based on candidate performance and operational requirements.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Team

The Legal and Specialist Advice Branch provides specialised advice and content on workplace rights and responsibilities. Our Pay Tools team proactively maintains our pay and conditions tool (PACT), including pay guides and historical pay rates, and ensures they remain up to date, including by leading and coordinating the FWO's response to the Annual Wage Review Decision.

The Pay Tools team uses a number of IT systems to maintain and update the information available through PACT, including Oracle Intelligent Advisor. **Duties**

Typical Duties

In this role you will have the opportunity to:

- Lead a team to deliver quality pay tools services that support the Agency's statutory functions, strategic objectives and priorities.
- Lead the continuous improvement of the pay tools function, including by responding to pay tools feedback and enquiries, developing functionality changes to enhance the customer experience and testing and conducting quality assurance in respect of functionality and system changes.
- Use your detailed knowledge of Australia's workplace relations system to support your team to analyse awards and award variation decisions, and to write user-friendly rules to ensure PACT remains up to date.
- Build strong working relationships with a broad cross-section of colleagues in the Agency, as well as external stakeholders.
- As part of the Legal and Policy Group's senior leadership team, contribute to the achievement of the Agency's strategic objectives and priorities.

Selection Criteria

- Demonstrated strategic, leadership and management skills with the capacity to motivate and build the capability of a geographically dispersed team, as well as sound judgment, capacity to engage with risk and deliver high quality outcomes within tight timeframes.
- Demonstrated and detailed understanding of the Australian workplace relations system, including the ability to interpret and apply provisions in modern awards.
- Demonstrated proficiency in a range of IT programs and systems, including experience developing rule bases in Oracle Intelligent Advisor in a government, policy or financial environment, as well as the ability to quickly become proficient in new programs and systems.
- Strong verbal and written communication skills, including the ability to explain complex concepts in a simple and concise manner.
- Excellent stakeholder and relationship management skills, including the ability to engage with and influence internal and external stakeholders.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.

- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to Apply

If you are excited about this opportunity, please tell us in no more than **1000 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

All applications must be submitted via our [online application system](#) through the OFWO website.

RecruitAbility applies to this vacancy.

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

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEDT) Sunday 13 October 2024

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

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About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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