



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS40 Daily Gazette Wednesday - 04 October
2023.pdf**

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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 - 05 October 2023.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 - 05 October 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0730946

Australian Government Solicitor

Closing Date: Wednesday 18 October 2023

Australian Government Solicitor
Dispute Resolution DR Legal Support

Job Title	Legal Administrative Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 3
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Legal Support
- Legal Administrative Assistant (APS3)
- Canberra - Ongoing/Non-ongoing

An opportunity exists for a Legal Administrative Assistant to join our Legal Support team in Canberra.

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 660 staff, including over 470

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

About the role

AGS delivers expert legal services to Commonwealth clients across a wide range of areas including dispute resolution, commercial law and constitutional and public law. Please visit the AGS website for further information [Home | AGS](#)

We are seeking candidates who are looking to expand their working career, have an interest in legal administration, and are enthusiastic and willing to learn. On-the-job training will be provided along with ongoing training and development. Fundamentally, a strong work ethic and a desire to work in a team and provide professional administrative service to lawyers is key.

In this role you will:

- take an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- assist with the preparation of court and tribunal documents and other correspondence
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel
- ensure administrative procedures such as client billing and reporting comply with relevant AGS requirements.

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

About you

To be successful in this role you will have:

- good attention to detail and a professional approach
- a genuine commitment and ability to deliver high quality client service
- good written and verbal communication skills and judgement
- good knowledge of common software applications (e.g. Word, Outlook, Adobe) with a high level of accuracy
- good organisational skills and the ability to manage multiple tasks at once
- the ability to be flexible and work as part of a team
- good judgement and the ability and willingness to take on a variety of tasks
- an interest in undertaking training and development to learn new skills.

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

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 workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the 'Apply' Button.

Applications close at 5:00pm (AEDT) on Wednesday, 18 October 2023.

Further enquiries

Further information can be obtained by contacting Sajith De Silva, Legal Support Manager on 02 6253 7019. **Eligibility**

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

Notes

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

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 660 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.ag.gov.au/employment/current-vacancies.html

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- 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-0730970

Australian Security Intelligence Organisation

Closing Date: Monday 16 October 2023

Job Title	Information Management Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$76,270 - \$89,830
Classification	APS Level 4;APS Level 5
Position Number	04420222023
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 values diversity and believe that diverse perspectives drive innovation and growth. We are 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, neurodiversity 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.

The opportunity

Are you seeking a career at an intelligence agency where you can contribute and make a difference to the security of Australia? We are seeking self-motivated individuals with a commitment to excellent data and information management practices, to manage and maintain ASIO's information at the AE4 and AE5 levels.

This is a challenging and dynamic work environment that will see you undertaking a range of procedural, operational and administrative activities associated with the management of information and data within legislative, regulatory and compliance frameworks.

Duties

The role

We are recruiting for Information Management Officers across the organisation for both current and anticipated vacancies at the AE4 and AE5 levels.

ASIO manages a variety of information in both digital and hard copy formats. As an Information Management Officer, you will be required to manage ASIO's information and contribute to continuous improvement in support of ASIO's information and data.

As an Information Management Officer in ASIO you will:

- Support and engage with the future direction of the organisation and be flexible and adaptable in meeting immediate needs and future challenges.
- Be passionate and committed to serving and delivering on set outcomes.
- Work collaboratively in a team-based environment, actively participating in and contributing to team meetings and supporting the work area and team objectives.
- Be accountable for accurate completion of work within timeframes, ensuring that outputs comply with legislative, corporate and regulatory guidelines.

As an AE4 Information Management Officer you will:

- Engage with internal and external clients, maintaining the registration and distribution of hardcopy and digital documentation.
- Contribute to the preparation of inter-agency correspondence and liaise with government agencies.
- Contribute to the development, implementation and maintenance of information management practices, procedures and systems.
- Communicate with stakeholders to exchange information and resolve operational or administrative issues related to the

organisation, lifespan, reporting, sharing or management of information.

- Understand and apply relevant legislation and policy frameworks in the management of information and knowledge.
- Understand and operate information systems and tools, and apply and interpret procedures to manage information, electronic records and knowledge, seeking assistance for more complex issues.
- Research and recommend improvements regarding how information management activities are performed in work areas.

As an AE5 Information Management Officer you will:

- Provide advice on complex matters relating to organisational management, maintenance, sharing and utilisation of information to a wide range of stakeholders.
- Develop, implement and maintain information management practices, procedures and systems.
- Prepare inter-agency correspondence and conduct liaison with government agencies.
- Share information, experience and subject matter knowledge on information management responsibilities, principles and procedures.
- Translate legislation and policies into sound information management practices to meet legislative requirements.
- Contribute to the development and implementation of information management and governance frameworks, strategies and policies.
- Modify activities and processes relating to the maintenance, management or utilisation of information in compliance with legislation, policy and regulatory frameworks.
- Build and sustain strategic working relationships and networks with internal and external stakeholders, government agencies and information management community.
- Assess information management functionality in business systems against relevant standards.
- Identify business risks and opportunities to improve the effectiveness of information management.

What you will bring

At the AE4 level you should demonstrate:

- Experience with, the knowledge of, or the ability to quickly acquire, an understanding of the principles and practices of information management.
- The aptitude to develop these skills and experience in a security environment.
- Experience working with Objective Records Management System or similar.
- The ability to work effectively in a team to manage networks and provide advice and support for managing information.
- Well-developed organisational skills including the ability to manage competing priorities while delivering a high standard of work.
- Highly developed communication skills to effectively engage with stakeholders and negotiate with influence.
- The ability to research and analyse information from a wide range of sources to identify risks, irritants and opportunities and provide solutions to achieve business outcomes.

In addition, at the AE5 level you should demonstrate:

- Information management administration, governance or related experience.
- Experience with interpreting and applying relevant legislation, policies and procedures.
- The ability to work both independently and collaboratively.
- The ability to deliver on agreed outcomes while responding to changing priorities.
- The ability to research and analyse information from a wide range of sources to identify risks, irritants and opportunities and provide solutions to achieve business outcomes.
- Experience managing relationships and negotiating with stakeholders on more complex matters.

Desirable qualifications and role-specific capabilities

Formal qualifications from a recognised industry/tertiary institution or demonstrated equivalent skills and experience in information management are highly desired 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 security clearance at highest level.

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.

Location

Canberra, Melbourne, Sydney.

Notes

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 showcasing your skills, knowledge and experience and what you will bring to the role. Please identify which level/s you wish to be considered for.
- An up-to-date CV, no more than two pages in length.
- Two referees, which must include a current or previous manager.

Your application is an opportunity to tell us why you are interested in Information Management Officer role and a career with ASIO. In support of your application, candidates are encouraged to refer to the ASIO People Capability Framework as these capabilities will be assessed at various stages in the selection process. Please note, it is not necessary to address each of the capability criteria individually in your application.

Closing date and time

Applications close **Monday 16 Oct 2023 at 11.30 pm AEST.**

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

Employment conditions

Employment is under the ASIO 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.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying. 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 equal opportunity for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. If you require reasonable adjustments during any stage of the recruitment process, please let us know.

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.

Enquiries

If you require further information, 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	ASIO Recruitment, 02 6257 4916
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-0730952

Cancer Australia

Closing Date: Sunday 22 October 2023

Evidence, Priority Initiatives and Communications (EPIC) & Cancer Control Strategy (CCS) Multiple Sections

Job Title	Project Managers
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW, Canberra ACT
Salary	\$89,124 - \$100,547
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

<https://canceraustralia.gov.au/about-us/employment-opportunities>

Exciting and rewarding APS6 opportunities are available in the Evidence, Priority Initiatives and Communications Branch (EPIC) and the Cancer Control Strategy Branch (CCS) that directly contribute to improving cancer outcomes for all Australians.

Cancer Australia has offices in both Sydney and Canberra and supports a flexible working environment, along with a high-performance culture to deliver the best cancer outcomes for all Australians.

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

Evidence, Priority Initiatives and Communications Branch

The EPIC Branch delivers a range of initiatives to reduce disparities and improve cancer outcomes for all Australians. This includes:

- Supporting Cancer Australia to provide national and international leadership in cancer control and supporting the development and implementation of the first national Australian Cancer Plan.
- Investing in priority areas of cancer research, clinical trials and evidence-based support programs to reduce the impact of cancer, including the Priority-driven Collaborative Cancer Research Scheme, the Support for Cancer Clinical Trials program, the Australian Brain Cancer Mission, and the Supporting people with cancer Grant initiative.
- Partnering with philanthropic organisations and other government agencies to coordinate investment in research and other priority areas.
- Delivering priority programs targeted at cancers with poorer outcomes, including delivering actions outlined in the National Pancreatic Cancer Roadmap and working with the Department of Health and Aged Care to deliver the National lung cancer screening program.

- Providing national leadership and technical support to improve the collection, collation, and reporting of cancer-specific population health data through the development of a national cancer data framework and upkeep of the National Cancer Control Indicators website.
- Supporting Cancer Australia as a trusted voice through the review of the latest evidence, and active engagement in health promotion, communications and media.

EPIC Branch is comprised of four Sections:

- Lung and Pancreatic Cancer Initiatives Section
- Evidence and Data Section
- Research and Investment Section
- Health Promotion and Communications Section

Multiple Project Manager positions are available in the Lung and Pancreatic Cancer Initiatives Section and the Research and Investment Section.

The Lung and Pancreatic Cancer Initiatives Section:

- Designs and delivers equitable cancer control policy, programs and initiatives aimed at improving poor outcomes experienced by Australians with lung and pancreatic cancer.
- Leads the delivery of the National Pancreatic Cancer Roadmap and the Australian Government commitments to deliver key priorities identified in the roadmap, including the development of clinical guidance to support identification and management of those at high risk of pancreatic cancer and the early detection of pancreatic cancer, early referral pathways to palliative care and pain management, and culturally appropriate models of care.
- Works in partnership with the Department of Health and Aged Care to design and implement a National Lung Cancer Screening Program, including overseeing the development of program guidelines, information materials and workforce education and training, data frameworks and data linkage, and research investment.
- Provides strategic advice to the Australian Government on cancer control policy and priorities, delivers priority programs and initiatives as they arise, and supports Cancer Australia's participation in whole of government interdepartmental committees.
- Cultivates and maintains effective relationships with cancer control peak bodies, colleges, universities, other government agencies.

The Research and Investment Section:

- Oversees Cancer Australia's grants programs, including the Priority-driven Collaborative Cancer, Research Scheme, the Support for Cancer Clinical Trials program, and the Supporting People with Cancer Initiative.
- Delivers the Australian Brain Cancer Mission in partnership with the Department of Health and Aged Care (the Department) including secretariat support for the Mission Strategic Advisory Group and Funding Partners group.
- Cultivates and maintains effective partnerships with philanthropic organisations and other research investors to ensure cancer research funding is coordinated and focused on key priorities.
- Is leading a reform of existing Cancer Australia grants programs to ensure they are delivering intended outcomes and remain focused on improving cancer outcomes for all Australians.
- Conducts procurement and grant delivery and administration, including oversight of Cancer Australia's electronic grants management system Can-Grant.

Cancer Control Strategy Branch

The CCS Branch leads the implementation of national cancer control initiatives to improve outcomes for all Australians affected by cancer. Areas of focus include Aboriginal and Torres Strait Islander cancer control, optimal cancer care, and other priority activities to inform national cancer control policy. The CCS Branch:

- Drives implementation of the Australian Cancer Plan, elicits cross-sector partnerships and monitors and evaluates progress to deliver better outcomes for all Australians affected by cancer.
- Co-designs and partners to deliver improved Aboriginal and Torres Strait Islander peoples cancer outcomes and experiences.
- Facilitates the establishment of an Australian Comprehensive Cancer Network to drive excellence across the cancer control sector.
- Develops a national Optimal Care Pathways (OCP) Framework to standardise the development, update, and uptake of OCPs.

CCS Branch is comprised of four Sections:

- Australian Cancer Plan Implementation Section
- Aboriginal and Torres Strait Islander Cancer Control Section
- Comprehensive Cancer Care Section
- Optimal Care Systems Section

A Project Manager position is available in the Cancer Control Strategy Branch.

Duties

The Role(s)

Successful candidates will work as part of project teams and report to an Assistant Director in either of the EPIC or CCS branches. Project Managers play a key role in managing and delivering projects or programs and contribute to policy development and public reporting activities, and their responsibilities may include:

- Support the design and delivery of Cancer Australia programs, including grant program reform, design and management, and priority programs targeted at cancers with poorer outcomes.
- Provide advice to the Assistant Director/Director on progress, issues and risks, including regular reporting and identifying opportunities for continuous improvement.
- Prepare a range of high-quality documents including policy advice, project plans, reports and briefing materials for different audiences.
- Lead project coordination, procurement and budget management activities, including actively managing project timelines.
- Undertake procurement, contract and grant management, including monitoring and reviewing deliverables provided by external groups/organisations.
- Conduct research and analysis of complex information, including research findings.
- Manage project deliverables in line with organisational policies and processes.
- Organise meetings and provide secretariat services to committees and working groups.
- Support the strategic direction of the Section in alignment with Branch and Agency objectives, remaining flexible and responsive to changes in requirements.
- Be a positive team player who builds and maintains effective and collaborative working relationships with internal and external stakeholders.
- Contribute to other work within the branch and across the agency, as required.
- Display and promote ethical behaviour in accordance with the APS Code of Conduct, APS values and APS Employment Principles.

Our ideal Candidate has:

- Demonstrated technical knowledge and experience in the relevant function/s applied for, including the ability to provide guidance to other team members.
- Strong analytical thinking skills including the capacity to identify high quality evidence, and to evaluate options, benefits and risks.
- A high level of attention to detail and strong organisational skills, including the ability to deliver high quality outcomes on time.
- The ability to work independently when required, showing confidence, initiative and drive.
- Highly developed oral and written communication skills including the ability to explain technical information clearly and concisely to others.

- A collaborative approach to working with others and the ability to resolve problems and negotiate solutions with stakeholders.

The Research and Investment Section in the EPIC Branch is specifically looking for candidates who are experienced public servants with grants management skills or with relevant transferrable skills.

Eligibility

Academic qualifications in health, science, public policy, project management, government administration or other relevant disciplines are desirable but not essential.

Employees of Cancer Australia are required to be Australian citizens and will be subject to a Baseline security clearance.

Notes

How to Apply

Apply	Complete and submit your one page 'pitch' – see below – and a current resume, along with your completed application form.
Shortlist	Applicants for this process will be assessed on their written application using the Integrated Leadership System (ILS) .
Interview	Shortlisted applicants may be invited to attend an interview. Interviews may be held in person, by phone or video (MS Teams)
Referees	Referees may be contacted for further assessment of suitability. Contact details of at least two referees, preferably including your current supervisor, may be requested at this stage if not included in your application.
Process Complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

Pitch

Please prepare a one page 'pitch' of no more than 500 words, it should be concise and relevant to the 'the ideal candidate' and other position requirements. It's your opportunity to tell the selection panel why you're the right person for the position by backing up your claims with demonstrated evidence. You should write your pitch summarising the essential and relevant skills, experience, knowledge and qualifications, your strengths, why you are interested, and what your value to Cancer Australia is.

Your pitch should be written in an easy-to-read font and simple, consistent format. Subheadings are acceptable should you wish to use them.

If you have a preference for a particular role or roles, please identify this in your application; however, all applicants will be considered for all roles.

For further information, please refer to the APS Integrated Leadership System [ILS](#).

About the Cancer Australia

To Apply

Position Contact	Katrina Anderson, 9357 9478
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0730955

Cancer Australia

Closing Date: Sunday 22 October 2023

Evidence, Priority Initiatives and Communications (EPIC) and Cancer Control Strategy (CCS) Various

Job Title	Project Officers
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW, Canberra ACT
Salary	\$80,788 - \$85,270
Classification	APS Level 5
Position Number	Multiple
Agency Website	

Job Description

<https://canceraustralia.gov.au/about-us/employment-opportunities>

Exciting and rewarding APS5 opportunities are available in the Evidence, Priority Initiatives and Communications Branch (EPIC) and the Cancer Control Strategy Branch (CCS) that directly contribute to improving cancer outcomes for all Australians.

Cancer Australia has offices in both Sydney and Canberra and supports a flexible working environment, along with a high-performance culture to deliver the best cancer outcomes for all Australians.

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

Evidence, Priority Initiatives and Communications Branch

The EPIC Branch delivers a range of initiatives to reduce disparities and improve cancer outcomes for all Australians. This includes:

- Supporting Cancer Australia to provide national and international leadership in cancer control and supporting the development and implementation of the first national Australian Cancer Plan.
- Investing in priority areas of cancer research, clinical trials and evidence-based support programs to reduce the impact of cancer, including the Priority-driven Collaborative Cancer Research Scheme, the Support for Cancer Clinical Trials program, the Australian Brain Cancer Mission, and the Supporting people with cancer Grant initiative.
- Partnering with philanthropic organisations and other government agencies to coordinate investment in research and other priority areas.

- Delivering priority programs targeted at cancers with poorer outcomes, including delivering actions outlined in the National Pancreatic Cancer Roadmap and working with the Department of Health and Aged Care to deliver the National lung cancer screening program.
- Providing national leadership and technical support to improve the collection, collation, and reporting of cancer-specific population health data through the development of a national cancer data framework and upkeep of the National Cancer Control Indicators website.
- Supporting Cancer Australia as a trusted voice through the review of the latest evidence, and active engagement in health promotion, communications and media.

EPIC Branch is comprised of four Sections:

- Lung and Pancreatic Cancer Initiatives Section
- Evidence and Data Section
- Research and Investment Section
- Health Promotion and Communications Section

Multiple Project Officer positions are available in the Research and Investment Section. This section:

- Oversees Cancer Australia's grants programs, including the Priority-driven Collaborative Cancer, Research Scheme, the Support for Cancer Clinical Trials program, and the Supporting People with Cancer Initiative.
- Delivers the Australian Brain Cancer Mission in partnership with the Department of Health and Aged Care including secretariat support for the Mission Strategic Advisory Group and Funding Partners group.
- Cultivates and maintains effective partnerships with philanthropic organisations and other research investors to ensure cancer research funding is coordinated and focused on key priorities.
- Is leading a reform of existing Cancer Australia grants programs to ensure they are delivering intended outcomes and remain focused on improving cancer outcomes for all Australians.
- Conducts procurement and grant delivery and administration, including oversight of Cancer Australia's electronic grants management system – CanGrant.

Cancer Control Strategy Branch

The CCS Branch leads the implementation of national cancer control initiatives to improve outcomes for all Australians affected by cancer. Areas of focus include Aboriginal and Torres Strait Islander cancer control, optimal cancer care, and other priority activities to inform national cancer control policy. The CCS Branch:

- Drives implementation of the Australian Cancer Plan, elicits cross-sector partnerships and monitors and evaluates progress to deliver better outcomes for all Australians affected by cancer.
- Co-designs and partners to deliver improved Aboriginal and Torres Strait Islander peoples cancer outcomes and experiences.
- Facilitates the establishment of an Australian Comprehensive Cancer Network to drive excellence across the cancer control sector.
- Develops a national Optimal Care Pathways (OCP) Framework to standardise the development, update, and uptake of OCPs.

CCS Branch is comprised of four Sections:

- Australian Cancer Plan Implementation Section
- Aboriginal and Torres Strait Islander Cancer Control Section
- Comprehensive Cancer Care Section
- Optimal Care Systems Section

A Project Officer position is available in the Australian Cancer Plan Implementation Section.

The Australian Cancer Plan Implementation Section facilitates stakeholder engagement across the cancer control sector to drive forward implementation of the Australian Cancer Plan. This activity intersects closely

with the development of a Monitoring and Evaluation Framework, led by the Section, to provide a mechanism to report on the Australia Cancer Plan's progress and identify priority areas for investment. Working in close collaboration with the Research and Investment Section, the Section is establishing Cancer Australia's new research grant opportunity to increase Aboriginal and Torres Strait Islander-led cancer research or research which will improve outcomes for Aboriginal and Torres Strait Islander people with cancer.

Duties

The Role(s)

Successful candidates will report to a Project Manager or Assistant Director and will:

- Support the design and delivery of key Cancer Australia programs, including grant program reform, design and management.
- Provide advice to the Project Manager/Assistant Director on progress, issues and risks, including regular reporting and identifying opportunities for improvement.
- Assist in the preparation of high-quality project plans, reports and briefing materials.
- Provide support for project coordination, procurement and budget management activities, including actively managing project timelines.
- Undertake procurement, contract and grant management, including monitoring and reviewing deliverables provided by external groups/organisations.
- Coordinate project deliverables in line with organisational policies and processes.
- Organise meetings and/or undertake secretariat duties.
- Support the strategic direction of the Section in alignment with Branch and Agency objectives, remaining flexible and responsive to changes in requirements.
- Be a positive team player who builds and maintains effective and collaborative working relationships with internal and external stakeholders.
- [Contribute to other work within the Branch and across the agency, as required.](#)
- Adopt a principled and professional approach, adhering to the APS Code of Conduct, APS values and APS Employment Principles at all times.

Our ideal Candidate has:

- Demonstrated technical knowledge and experience in the relevant function/s applied for.
- Strong analytical thinking skills including the capacity to identify high quality evidence, and to evaluate options, benefits and risks.
- A high level of attention to detail and strong organisational skills, including the ability to deliver high quality outcomes on time.
- The ability to work independently when required, showing confidence, initiative and drive.
- Highly developed oral and written communication skills including the ability to explain technical information clearly and concisely to others.
- A collaborative approach to working with others and the ability to resolve problems and negotiate solutions with stakeholders.

The Research and Investment Section in the EPIC Branch is specifically looking for candidates who are experienced public servants with grants management skills or with relevant transferrable skills.

Eligibility

Academic qualifications in Health, Science, Public Policy, Project Management and/or Government Administration are desirable but not essential.

Employees of Cancer Australia are required to be Australian citizens and will be subject to a Baseline security clearance.

Notes

How to Apply

Apply	Complete and submit your one page 'pitch' – see below – and a current resume, along with your completed application form.
Shortlist	Applicants for this process will be assessed on their written application using the Integrated Leadership System (ILS) .
Interview	Shortlisted applicants may be invited to attend an interview. Interviews may be held in person, by phone or video (MS Teams)
Referees	Referees may be contacted for further assessment of suitability. Contact details of at least two referees, preferably including your current supervisor, may be requested at this stage if not included in your application.
Process Complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

Pitch

Please prepare a one page 'pitch' of no more than 500 words, it should be concise and relevant to the 'the ideal candidate' and other position requirements. It's your opportunity to tell the selection panel why you're the right person for the position by backing up your claims with demonstrated evidence. You should write your pitch summarising the essential and relevant skills, experience, knowledge and qualifications, your strengths, why you are interested, and what your value to Cancer Australia is.

Your pitch should be written in an easy-to-read font and simple, consistent format. Subheadings are acceptable should you wish to use them.

If you have a preference for a particular role or roles, please identify this in your application; however, all applicants will be considered for all roles.

For further information, please refer to the APS Integrated Leadership System [ILS](#).

About the Cancer Australia

To Apply

Position Contact	Sarah Quinlan, 9357 9438
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0730960

Job Title	Project Manager, Evidence and Data
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW, Canberra ACT
Salary	\$89,124 - \$100,547
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

<https://canceraustralia.gov.au/about-us/employment-opportunities>

Exciting and rewarding APS6 opportunities are available in the Evidence, Priority Initiatives and Communications Branch (EPIC) that directly contribute to improving cancer outcomes for all Australians. Cancer Australia has offices in both Sydney and Canberra and supports a flexible working environment, along with a high-performance culture to deliver the best cancer outcomes for all Australians. Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

Evidence, Priority Initiatives and Communications Branch

The EPIC Branch delivers a range of initiatives to reduce disparities and improve cancer outcomes for all Australians. This includes:

- Supporting Cancer Australia to provide national and international leadership in cancer control and supporting the development and implementation of the first national Australian Cancer Plan.
- Investing in priority areas of cancer research, clinical trials and evidence-based support programs to reduce the impact of cancer, including the Priority-driven Collaborative Cancer Research Scheme, the Support for Cancer Clinical Trials program, the Australian Brain Cancer Mission, and the Supporting people with cancer Grant initiative.
- Partnering with philanthropic organisations and other government agencies to coordinate investment in research and other priority areas.
- Delivering priority programs targeted at cancers with poorer outcomes, including delivering actions outlined in the National Pancreatic Cancer Roadmap and working with the Department of Health and Aged Care to deliver the National lung cancer screening program.
- Providing national leadership and technical support to improve the collection, collation, and reporting of cancer-specific population health data through the development of a national cancer data framework and upkeep of the National Cancer Control Indicators website.
- Supporting Cancer Australia as a trusted voice through the review of the latest evidence, and active engagement in health promotion, communications and media.

EPIC Branch is comprised of four Sections:

- Lung and Pancreatic Cancer Initiatives Section
- Evidence and Data Section

- Research and Investment Section
- Health Promotion and Communications Section

Two Project Manager positions are available in the Evidence and Data Section. The section provides evidence-based oversight across all agency projects and manages programs of work to enhance the collection, collation and reporting of national cancer data. The section uses evidence-based information and technical data knowledge to ensure Cancer Australia delivers programs and policies that are underpinned by robust evidence and data. Overall, activities within section aim to support the implementation of the Australian Cancer Plan (ACP) through the delivery of National Cancer Data Framework and ensuring implementation and evaluation activities are evidence-based. The section supports the work of Cancer Australia through a range of activities, including:

- Developing a National Cancer Data Framework, which will improve the collection, collation, and reporting of cancer-specific population health data.
- producing up-to-date evidence briefs and rapid reviews on policy-relevant topics in cancer control.
- ensuring accuracy of cancer data, statistics and content of website information and resources.
- undertaking surveillance, monitoring and knowledge transfer of new evidence within the organisation.
- development and reporting of National Cancer Control Indicators and Aboriginal and Torres Strait Islander Cancer Control Indicators websites.
- delivering an improved and updated collection of population-level data for childhood cancers.
- providing support evidence and data support and input to specific projects across the Agency.
- establishing and maintaining relationships with key internal and external stakeholders in the cancer data space (e.g., Population Based Cancer Registries, AIHW, etc.).

Duties

The Roles

Two Project Manager (APS 6) roles are available in the Evidence and Data Section. We are seeking experienced individuals who can support strategic direction, have the ability to think conceptually and logically, and have strong critical appraisal and writing skills. The roles require individuals who can work independently but also work well as part of a team. The persons must be a confident communicator who is able to work well under pressure and maintain a flexible approach to their work.

In these roles you will provide support to the evidence and data work of Cancer Australia and report to the Assistant Director.

The successful candidates will:

- Develop, manage, and deliver projects, including monitoring progress and achieving project outcomes.
- Translate and synthesise evidence and data into reports and briefs for a variety of internal and external audiences.
- Demonstrate strong leadership skills and foster a high-performance culture.
- Be a positive team player that builds and maintains effective and collaborative working relationships with internal and external stakeholders.
- Display and promote ethical behaviour in accordance with the APS Code of Conduct, APS values and APS Employment Principles.
- Have high levels of attention to detail, the ability to rapidly acquire knowledge and be flexible and adaptable in their approach to work.
- Assist in the preparation of high-quality project plans, reports and briefing materials.
- Provide support for project coordination, procurement and budget management activities, including actively managing project timelines.
- Have strong writing skills, including the ability to analyse and interpret complex information into different formats to suit a variety of audiences.
- Provide secretariat support and administrative responsibilities, including contract management and drafting agenda papers.

- Have strong organisational, analytical, and communication skills, with the ability to communicate effectively with internal and external stakeholders.
- Contribute to other work within the Evidence, Priority Initiatives and Communications Branch and across the agency, as required.

The successful candidate in the Evidence Review and Translation Team will have:

- Clear knowledge and understanding of the scientific method, including undertaking literature, scoping and rapid reviews.
- Demonstrated ability to rapidly appraise broad bodies of scientific literature and distil the core elements and key concepts.
- Experience in assessing, analysing and synthesising information to develop evidence-based summaries and reports for technical and non-technical audiences, including government and policy makers.

The successful candidate in the Data Team will have:

- Experience in analysing, interpreting and reporting data to develop written summaries, reports, and briefs to both a technical and non-technical audience.
- An understanding, or ability to quickly develop an understanding, of data governance arrangements, particularly with the public sector, would be highly regarded.
- Experience using statistical software packages and updating websites at a basic to intermediate level is desirable.

Our ideal Candidate has:

- Demonstrated technical knowledge and experience in the relevant function/s applied for, including the ability to provide guidance to other team members
- Strong analytical thinking skills including the capacity to identify high quality evidence, and to evaluate options, benefits and risks.
- A high level of attention to detail and strong organisational skills, including the ability to deliver high quality outcomes on time.
- The ability to work independently when required, showing confidence, initiative and drive.
- Highly developed oral and written communication skills including the ability to explain technical information clearly and concisely to others.
- A collaborative approach to working with others and the ability to resolve problems and negotiate solutions with stakeholders.
- An understanding of Australian healthcare systems, population-level data, and health informatics, particularly with respect to cancer, would also be highly regarded.

Eligibility

Academic qualifications in Health and Science and an understanding of public health/cancer control and epidemiology are desirable for both roles but not essential.

Employees of Cancer Australia are required to be Australian citizens and will be subject to a Baseline security clearance.

Notes

How to Apply

Apply	Complete and submit your 'pitch' — see below (max. 500 words), a current resume and contact details of at least two referees. In your pitch please state whether you are applying for either the role in the Evidence Review and Translation team or the Data team.
Shortlist	Applicants for this process will be assessed on their written application using the Integrated Leadership System (ILS) .
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or video (MS Teams)
Work sample test	Shortlisted applicants will be invite to complete a work sample test.
Referees	Referees may be contacted for further assessment of suitability.
Process Complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

Pitch

Please prepare a one page 'pitch' of no more than 500 words, it should be concise and relevant to the 'the ideal candidate' and other position requirements. It's your opportunity to tell the selection panel why you're the right person for the position by backing up your claims with demonstrated evidence. You should write your pitch summarising the essential and relevant skills, experience, knowledge and qualifications, your strengths, why you are interested, and what your value to Cancer Australia is.

Your pitch should be written in an easy-to-read font and simple, consistent format. Subheadings are acceptable should you wish to use them.

For further information, please refer to the APS Integrated Leadership System [ILS](#).

About the Cancer Australia

To Apply

Position Contact	Scott Turnball, 9357 9418
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0730180

Therapeutic Goods Administration

Closing Date: Sunday 29 October 2023

Medicines Regulation
Scientific Evaluation Scientific Operations Management

Job Title	APS Level 6 - Project and Instructional Design Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-MRDIV-20373
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

We are seeking a highly capable and collaborative **Project and Instructional Design Officer** to support the continuing development of initiatives outlined in the HPRG Regulatory Science Strategy.

As part of a small multidisciplinary team, the successful applicant will utilise their project, graphic and instructional design skill set to enhance regulatory science capability uplift in the areas of training and development and our responsiveness to emerging technologies.

Duties

- Contribute to the scoping, development, implementation and post-implementation project activities of programs relating to the RSS
- Support the continued rollout and improvement of the Regulatory Science Capability Framework (RSCF) for the organisation
- Under limited direction, synthesise and analyse technical and/or regulatory information and develop into high quality e-learning material in accordance with instructional design principles, including scientific content writing, design and build using specialist software
- Responsible for the development and maintenance of the RSS SharePoint site, PowerApps and workflows, communications and publications
- Use technical expertise to provide advice and training to internal stakeholders, solve problems and ensure successful delivery of project outcomes
- Plan, develop and manage communication activities, manage RSS enquiries and undertaking effective and impactful stakeholder liaison
- Performing general data analytics functions for the section including generating e-learning usage statistics

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 AEDT**.

Applicants are asked to quote reference number **23-MRDIV-20373** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks 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 Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Anthea Bates, 02 6289 3232
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Vacancy VN-0730767

Therapeutic Goods Administration

Closing Date: Wednesday 25 October 2023

Medicines Regulation Division
Scientific Evaluation Branch Biological Science Section

Job Title	Scientific Evaluator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-MRDIV-20575
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

Duties

The Biological Science Section in the Therapeutic Goods Administration (TGA) is seeking suitably qualified candidates for two positions at APS Level 6 - Scientific Evaluator.

The Biological Science Section (BSS) is responsible for regulation of blood and blood components, evaluation of infectious disease safety aspects of therapeutic goods, evaluation of manufacturing quality of biological prescription medicines, including plasma derivatives and recombinant proteins, administration of the regulatory framework for biologicals (human cells and tissues), and evaluation of quality and clinical aspects of biologicals and the authorisation of biologicals. We engage with a wide range of stakeholders, including international regulatory authorities as well as participating in various forums to support the broader goals of the TGA. If you want to be part of a team who support the supply of medicinal products in Australia, we want to hear from you.

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.

Mandatory Qualification:

To be eligible for this position applicants must hold a relevant qualification in the biological sciences from an Australia tertiary institution, or comparable overseas qualifications. **Notes**

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 23-MRDIV-20575 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks 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 Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Matt Harvey, (02) 6289 2142
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0730979

Bureau of Meteorology

Closing Date: Tuesday 17 October 2023

Project and Programme
Business Solutions

Job Title	Program Support Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Adelaide SA, Perth WA, Brisbane QLD, Darwin NT
Salary	\$103,085 - \$116,115
Classification	Executive Level 1
Position Number	60012376
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=34CFA645-8892-511A-67DD-D21899FB7F1C>

Duties

Australia is committed to supporting Pacific development in the weather, ocean and climate sectors. The Bureau has been supporting the Pacific for over 30 years to build resilience for climate, oceans and extreme events. The Bureau of Meteorology is currently seeking a highly skilled and experienced Program Support Manager to support the delivery of Pacific development activities.

Primarily you will coordinate and have oversight of the budget and overall financial aspects of Pacific projects, including budgeting and forecasting complex financial reporting across multiple components, delivery partners and donors. In addition to incorporating, monitoring and projecting expenditures, and managing the preparation of financial and administration project reports for both internal and external use in consultation with implementing partners and project stakeholders.

Discretion will be used when liaising regularly with donors and senior government officials in Pacific partner countries. You will be responsible for intricate and sensitive event planning and coordination required for multiple workshops and stakeholder engagement events in the Pacific.

Whilst the project teams travel on international missions, you will be committed to supporting them and implementing partners outside the scope of standard working hours (may also include weekends) as activities are delivered across 15 Pacific Island countries and territories and different time zones.

You will thrive in a team environment and build strong relationships, with the capacity to manage several tasks, at the same time adhering to strict budgets and deadlines. You will have a highly developed understanding of Pacific project issues, sensitivities and reputational risks whilst implementing sound judgement and making informed decisions, particularly in a project framework.

You will be highly motivated with a strong work ethic; and will be required to work with a high degree of independence in achieving the team's outputs in an accurate and timely manner.

Ideally, you will have extensive experience working on an international level and you will need to be comfortable working in an often-changing environment, liaising extensively and communicating effectively with multiple stakeholders, including Commonwealth agencies, international donors, Pacific partners and National Meteorological Services, hence appropriate representation of the Australian Government is paramount.

Proficiency in SAP, SAP Concur, EBS, Microsoft Office suite, spreadsheet and database software applications will play an integral role in providing the required support.

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 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	Celine Becker, 03 9669 4075
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=34CFA645-8892-511A-67DD-D21899FB7F1C

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Agriculture, Water and the Environment

Vacancy VN-0730665

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

Closing Date: Monday 16 October 2023

Australian Antarctic
Science Molecular Ecology

Job Title	Molecular Geneticist
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$88,408 - \$124,403
Classification	
Position Number	2023/1252
Agency Website	https://www.dcceew.gov.au/

Job Description

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

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 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 (including project requests, assessment, and reporting) and provides scientific and research advice to support regulatory and management decisions.

The branch provides scientific 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 responsibilities of the Science Branch are diverse as we lead the Australian Government's scientific program in Antarctica. Our research addresses critical issues including climate change, the human footprint in Antarctica, and the conservation of Antarctic and Southern Ocean wildlife. Our diverse research program covers physical and life sciences in the atmosphere, terrestrial and marine domains.

Research themes include:

- Understanding key high latitude processes.
- Reconstructing past climate from ice cores; understanding the role of sea ice in climate and ecosystem processes.
- Assessing the Antarctic ice sheet and its contribution to sea level rise.
- Undertaking strategic and integrated monitoring of biological and physical variables.
- Data processing and synthesis.
- Performing environmental assessments and conservation planning to inform and drive management and policy.
- Undertaking risk assessment and remediation of contaminated sites.
- Ensuring sustainable and well managed Southern Ocean fisheries and understanding krill as the foundation of the Southern Ocean ecosystem.

The East Antarctic Monitoring Program is responsible for the delivery of science stemming from targeted, sustained climate and biosystems observations of Antarctica and the Southern Ocean. Within this Program, the Molecular Ecology section undertakes research using genetic approaches, including environmental DNA methods, to characterise and monitor Antarctic biodiversity, and to contribute to sustainable management of Southern Ocean fisheries.

This work delivers on a range of interdisciplinary and policy-relevant projects, with research outputs informing international fora including the Convention for the Conservation of Antarctic Marine Living Resources (CCAMLR) and the Agreement on the Conservation of Albatrosses and Petrels (ACAP). Our work directly supports the Australian Antarctic Strategy and 20 Year Action Plan, is informed by the Antarctic Science Decadal Plan, and involves strategic research collaborations with other national and international programs.

The Job

Duties, tasks and responsibilities will include:

- Developing and applying workflows for field sampling, laboratory analyses and bioinformatic analyses, with an emphasis on environmental DNA (eDNA) methods but also including other genetic and genomic approaches.

- Engaging with scientists, policy officers, environmental managers, operations officers, and other internal and external stakeholders, to plan and implement research projects.
- Analysing and interpreting molecular datasets to address questions relevant to monitoring, policy, and ecosystems management, including integration of molecular data within multi-disciplinary collaborative projects.
- Providing expert advice on genetic methods and research to the Department and stakeholders.
- Communicating research findings through peer-reviewed journal publications, scientific reports for international fora such as CCAMLR and ACAP, and presentations at relevant workshops and conferences.
- Supporting other branch, divisional and departmental priorities, and an inclusive culture of safety, compliance and continuous improvement within Science Branch.

Duties

What we are looking for Knowledge and experience

- Technical knowledge and research experience in genetics / genomics, with an emphasis on applied research to inform management and policy.
- Demonstrated project management experience, including developing and delivering collaborative and multidisciplinary projects.
- Knowledge of one or more of the following topics is also desirable: wildlife / ecosystem monitoring; Antarctic and Southern Ocean biodiversity; management and policy issues relevant to Antarctica and the Southern Ocean.

Skills and capabilities

- Molecular laboratory skills, especially those relevant to environmental DNA analyses, including:
- Collection of DNA/RNA samples; DNA/RNA extraction and quantitation; design and implementation of PCR and qPCR assays; preparation of libraries for high throughput sequencing; DNA metabarcoding workflows.
- Skills in bioinformatics and data analysis. Capacity to analyse large datasets, such as eDNA metabarcoding or microbial metagenomics datasets.
- Demonstrated capacity to design research projects and interpret research outcomes to inform monitoring, management, or policy decisions.
- High level interpersonal skills: ability to work as part of a small team and to develop and maintain effective collaborations with internal and external stakeholders.
- Excellent verbal and written communication skills, including writing peer-reviewed scientific papers and presenting research outcomes at national and international meetings. Ability to communicate with influence with a diverse range of audiences.
- Demonstrated ability to contribute to a positive and inclusive team culture, and a safe and equitable workplace.
- Desirable: Experience and skills in one or more of: DNA diet analysis, microbial metagenomics, DNA barcoding, genetic monitoring, population or conservation genetics, genomics, or transcriptomics.

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.

Eligibility

Mandatory qualifications

- A PhD in a relevant discipline from an Australian University or qualification of equivalent standard from an Australian or overseas university.

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

Notes

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

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

To Apply

Position Contact	Patricia Miloslavich, 03 6218 2272
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0730916

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

Closing Date: Tuesday 17 October 2023

Information and Communications Technology
ICT Operational Service & Infrastructure Networks and Security

Job Title	EL1 Cyber Assistant Director
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Sydney NSW, Hobart TAS
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/3934
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The ICT Services Division supports the Department of Climate Change, Energy, the Environment and Water in the delivery of business priorities by development, maintenance, testing and supporting the department's applications and systems, administration of ICT policy, frameworks, and practices and management and production of digital communication platforms and channels.

The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The Networks & Security Section within the ICT Operational Services and Infrastructure Branch is responsible for ensuring the protection of the department's information, data, systems, networks and programs from malicious interference. Responsibilities include cyber policies and advice, monitoring, investigating and responding to cyber security issues and providing cyber security training for staff.

The Job

In this role you will:

- Contribute to the strategic direction, forward planning, and implementation of strategies to improve the security posture of DCCEEW across ICT systems.
- Provide advice and guidance on ICT security to DCCEEW staff and portfolio agencies.
- Respond to security incidents, identify, and mitigate system vulnerabilities.
- Mentor and support staff to ensure appropriate skillset and training to enable them to conduct their duties.
- Bring a strong commitment to maintaining a vibrant, respectful, and inclusive workplace culture.
- Work with a dynamic team to identify and support capability development and process improvement.

Duties

What we are looking for Knowledge and experience

- Strong experience in cyber security and contributing to the development and implementation of strategies, processes, and controls.
- High level understanding of cyber security best practice and Australian Government security standards.

- Well-developed written and oral communication, liaison, and teamwork skills, including the ability to work flexibly in small and medium sized teams.
- Ensure the effective and successful implementation and maintenance of IT systems to ensure that the organisation's assets are adequately protected against internal and external threats.
- Flexible, resilient, and able to work collaboratively in a diverse and multi-skilled team.
- Knowledge of cyber security frameworks and standards, including within government, or the ability to quickly acquire that knowledge.

Skills and capabilities

- High degree of demonstrated technical capabilities and security risk management experience.
- Ability to identify emerging issues, provide advice, implement solutions, and coordinate clear and accurate responses.
- Demonstrated ability to provide timely and concise advice to information executive and senior management to support decision making.
- Strong interpersonal skills, demonstrating the ability to cultivate productive working relationships in a dynamic working environment.

Desirable qualifications

- Relevant qualifications or extensive experience in ICT security.

Eligibility

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

Security Clearance - This position requires a Negative Vetting Level 1 security clearance. You will be required to obtain and maintain a clearance at this level.

Notes

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

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

To Apply

Position Contact	Shona Lambert, 02 5156 3455
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0730931

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

Closing Date: Tuesday 17 October 2023

Information and Communications Technology
ICT Operational Service & Infrastructure Networks and Security

Job Title	APS 6 Cyber Security Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/3936
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=6BBA8731-B11C-ACB5-C7DA-D2076190042A>

The ICT Services Division supports the Department of Climate Change, Energy, the Environment and Water in the delivery of business priorities by development, maintenance, testing and supporting the department's applications and systems, administration of ICT policy, frameworks, and practices and management and production of digital communication platforms and channels.

The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The Networks & Security Section within the ICT Operational Services and Infrastructure Branch is responsible for ensuring the protection of the department's information, data, systems, networks and programs from malicious interference. Responsibilities include cyber policies and advice, monitoring, investigating and responding to cyber security issues and providing cyber security training for staff.

The Job

In this role you will:

- Research, analyse, develop and review data, technical products and cyber security advice.
- Support processes to ensure compliance to Australian cyber security and information security standards and guidance material as appropriate.
- Carry out security assessment of information, assets and infrastructure.
- Bring a strong commitment to maintaining a vibrant, respectful and inclusive workplace culture.
- Work with a dynamic team to identify and support capability development and process improvement.

Duties

What we are looking for

Knowledge and experience

- Knowledge of common cyber security threats, vulnerabilities and attack vectors.
- Experience with incident management and investigation procedures.
- Knowledge and experience in successfully managing and delivering results within deadlines and balancing competing priorities.
- Demonstrated written and oral communication skills and ability to engage with a range of stakeholders and communicate technical information appropriately for a range of audiences.
- Flexible, resilient and able to work collaboratively in a diverse and multi-skilled team.
- Knowledge of cyber security frameworks and standards, including within government or the ability to quickly acquire that knowledge.

Skills and capabilities

- Ability to identify issues, provide advice, implement solutions and coordinate clear and accurate responses.
- Strong problem solving and analytical skills.
- Strong written and verbal communications skills.
- Strong interpersonal skills, demonstrating the ability to cultivate productive working relationships in a dynamic working environment.
- Ability to shape and drive a culture of achievement and success through a unified and cohesive team environment.

Desirable qualifications

- Relevant qualifications or minimum of 3 years' experience working in Cyber Security

Eligibility

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

Security Clearance - This position requires a Negative Vetting Level 1 security clearance. You will be required to obtain and maintain a clearance at this level.

Notes

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

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

To Apply

Position Contact	Shona Lambert, 02 5156 3455
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=6BBA8731-B11C-ACB5-C7DA-D2076190042A

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Agriculture, Water and the Environment

Vacancy VN-0730972

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

Closing Date: Tuesday 17 October 2023

Water Infrastructure & Investment
Water Grid Infrastructure Investment Multiple

Job Title	Program and Project Officers
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5; APS Level 6
Position Number	2023/3987
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=1E8BC313-4D79-B1E4-8318-D21899DC5C81>

Who we are

The Water Investment and Infrastructure Division is responsible for overseeing billions of dollars of investment in rural and regionally focused projects, programs and initiatives that increase climate resilience, deliver secure, affordable and reliable water and contribute to a functioning, healthy and resilient environment. The Division works in partnership with state and territory governments and leading science organisations to identify, plan and deliver Australia's next generation of water infrastructure through robust planning and responsible investment decisions that contribute to nature positive outcomes. The Division also works with states and territories to contribute to water recovery targets in the Murray–Darling Basin and improve the health of rivers and wetlands in the basin. The work of the Division is underpinned by a collaborative approach across all levels of government and First Nations communities.

The National Water Grid Authority (NWG) is responsible for delivering the Australian Government's commitments under the National Water Grid Fund, to plan, identify and build the next generation of Australia's water infrastructure. A role within the Water Grid Infrastructure and Investment Branch would mean you are involved in delivering nationally significant water infrastructure projects that have real-world benefits for Australians in regional and remote communities. Specifically, the Branch has responsibility for all aspects of the project lifecycle from building the evidence-base that underpins robust decision-making through to the delivery

of transformational water infrastructure projects. Our Science Program team administers cutting-edge research and data analysis projects, informing strategic planning and environmental stewardship.

The National and Regional Priorities team progresses investment strategies aligned with the National Water Grid Investment Framework (the Investment Framework) and government priorities. The Program Development Unit is the custodian of the Investment Framework, assesses project suitability and leads the development of advice to Government on priority infrastructure projects. The First Nations Water Infrastructure team addresses Indigenous communities' water infrastructure needs. The Water Infrastructure Program oversees project execution, ensuring timely and budget-compliant delivery.

The Branch is a collaborative, fun and supportive team environment, with opportunities for professional development and to work flexibly. There are opportunities for travel and site visits to build relationships, understand infrastructure delivery and to see the on-ground impacts of our projects.

Duties

The Job

Positions are currently available in the following teams with key duties outlined below.

Working in the Science Program offers opportunities to:

- Build strong networks with counterparts in state and territory government departments responsible for water resource management.
- Engage with and review research proposals and reports on world-leading science and technologies from Australia's premier science organisations, including CSIRO, BoM and Geoscience Australia.
- Manage research projects and funding agreements with a range of government and university organisations.
- Engage across government and with the private sector on emerging water science issues and technologies.

Working in the National and Regional Priorities team offers opportunities to:

- Work directly with states and third parties in early project planning phases to identify regional challenges and opportunities, including through regional water assessments.
- Support the development of an evidence-base for project proposal alignment with Commonwealth priorities and regional development opportunities.

Working in the Water Infrastructure Program offers opportunities to:

- Work directly with states and third parties on the delivery of projects.
- Contribute to the management of a portfolio of major water infrastructure projects, including monitoring and reporting on project progress.
- Identify critical issues and provide advice to Government on project risks and solutions.

Working in the Program Development Unit offers opportunities to:

- Provide advice to Government through the Budget process.
- Evaluate project proposals and explore future funding opportunities in line with Government priorities for investment.
- Provide advice to Government on the merits of proposed investments.
- Contribute to national policy and program development, for the National Water Grid Fund.

Eligibility

What we are looking for

Knowledge and experience

One of the following is highly desired, but not mandatory:

- qualifications and/or experience in a scientific field, such as hydrogeology, hydrology, ecology or environmental science
- program or project management qualifications or equivalent experience
- knowledge of Commonwealth governance and financial frameworks, and/or administrative processes.

Skills and capabilities

The successful applicant will have the following skills and experience:

- excellent written and oral communication skills, including the ability to tailor language to different audiences.
- ability to achieve results and meet deadlines, including the ability to prioritise effectively.
- an ability to build strong rapport with a range of stakeholders.
- a positive approach to teamwork and collaboration but also an ability to work independently and on your own initiative.
- good critical thinking, professional judgement and problem-solving skills
- an ability to distil complex information (including scientific information), identify critical issues and help to formulate appropriate policy responses.
- a willingness to help across a range of tasks and support other teamwork during surge periods.

Please refer to the Australian Public Service Commission's Work Level Standards information, for an indication of the level of proficiency expected at the APS 5/6 level.

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. **Notes**

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

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

To Apply

Position Contact	Mark Darrough, 0401305241
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=1E8BC313-4D79-B1E4-8318-D21899DC5C81

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Agriculture, Water and the Environment

Vacancy VN-0730980

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

Closing Date: Tuesday 17 October 2023

Finance
Property & Protective Security Personnel & Information Security Section

Job Title	Assistant Director, Information Security & Information Security Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$88,408 - \$115,663
Classification	APS Level 6;Executive Level 1
Position Number	2023/3962
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=ABD56B59-717F-9C3A-C7AA-D2189A5263C6>

Who we are

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

The Property and Protective Security Branch is responsible for enhancing the department's business capability through the effective management of the department's property portfolio, property enabling functions, protective security, emergency management, as well as a range of corporate site services and commercial contracts nationally.

The Personnel and Information Security Section provides assurance in the eligibility and suitability of personnel to access government resources, and our ability to understand, appropriately manage and protect official information relevant to the department's functions.

Duties

The Job

The Personnel and Information Security Section is recruiting Executive Level 1 and APS6 level officers to lead the establishment of a new information security capability within the department, as recommended within the July 2023 Information Security Taskforce Review. This is an exciting opportunity for APS6 and EL1 level officers to lead the delivery of a new enterprise level capability that supports effective and practical information security.

The Information Security team will lead:

- Implementation of an enduring information security capability to provide expertise, advice and guidance to support staff to effectively manage information security across the department, integrated within the department's broader protective security functions.
- Implementation of a centralised coordination capability to manage security incident reporting and response capabilities.
- Delivery of a forward work program to implement recommended information security uplift opportunities identified within the 2023 Information Security Taskforce Report, including working with stakeholders to deliver communications and engagement programs, conduct program and systems reviews, and deliver system and process enhancements to integrate and uplift information security.

Please note these roles are not information and communications technology (ICT) or cyber security technical roles. **Eligibility**

What we are looking for

Knowledge and experience

Assistant Director, Information Security (EL1):

- Demonstrated knowledge and experience leading teams to deliver information security, protective security, risk management, incident management, engagement or coordination programs will be highly regarded.
- Demonstrated knowledge and application of the Protective Security Policy Framework (PSPF) will be highly regarded.

Information Security Advisor (APS6):

- Demonstrated knowledge and experience contributing to information security, protective security, risk management, incident management, engagement or coordination programs will be highly regarded.
- Demonstrated knowledge and application of the Protective Security Policy Framework (PSPF) will be highly regarded.

Skills and capabilities

Assistant Director, Information Security (EL1):

- Ability to lead a small team to develop and implement a new departmental information security capability, working collaboratively with stakeholders to deliver a fit for purpose and integrated operating model.
- Ability to develop and lead engagement programs with stakeholders across the department and government to leverage expertise and collaborate on creative and innovative capability uplift solutions.
- Ability to translate a range of policy and legislative concepts into practical solutions that are fit for purpose for the department and support positive engagement and compliance.
- Ability to think critically and apply sound judgement to inform risk-based decision making.
- Excellent written and verbal communication, organisational and engagement skills.
- Ability to drive a positive workplace culture and lead and empower staff to deliver program outcomes and build capability and development.

Information Security Advisor (APS6):

- Ability to lead the implementation of a new departmental information security capability, working collaboratively with stakeholders to deliver a fit for purpose and integrated operating model.
- Ability to lead engagement with stakeholders across the department and government to leverage expertise and collaborate on creative and innovative capability uplift solutions.
- Ability to work autonomously within a small team to lead the delivery of work programs.
- Ability to think critically and apply sound judgement to inform risk-based decision making.
- Excellent written and verbal communication, organisational and engagement skills.
- Ability to drive a positive workplace culture and lead and empower staff to deliver program outcomes and build capability and development.

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. **Notes**

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

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

To Apply

Position Contact	Jane Cousins, 0466 364 386
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=ABD56B59-717F-9C3A-C7AA-D2189A5263C6

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Agriculture, Water and the Environment

Vacancy VN-0730983

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

Closing Date: Tuesday 31 October 2023

Environment Information Australia
Environment Economics, Science & Reporting Science Partnerships

Job Title	Indigenous Knowledge Broker
Job Type	Full-Time;Part-Time, Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$100,378
Classification	APS Level 5;APS Level 6
Position Number	2023/3947
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=35ED708A-529B-1839-E992-D21899BC69FB>

Who we are

Environment Information Australia (EIA) has been created to provide access to authoritative sources of high-quality environmental information as set out in the [Nature Positive Plan: better for the environment, better for business \(Nature Positive Plan\)](#) released in December 2022.

Environment Information Australia (EIA) has been created to provide access to authoritative sources of high-quality environmental information as set out in the Nature Positive Plan: better for the environment, better for business (Nature Positive Plan) released in December 2022.

The Environmental Economics, Science and Reporting (EESR) Branch within EIA includes EIA Strategy, State of the Environment reporting, Environmental Economic Accounting and the National Environmental Science Program. The branch delivers quality evidence through data, reporting and scientific research (traditional and contemporary) to support national and international reporting, environmental management and decision making.

The National Environment Science Program (NESP) values and understands the importance Traditional Knowledge plays in managing and sustaining land and sea Country. NESP is dedicated to developing and expanding Indigenous partnerships in scientific research to help achieve better on-ground outcomes for the environment. NESP supports Indigenous aspirations to maintain, protect and manage culture, language, land and sea Country, and heritage. Indigenous cultural heritage, intellectual property rights and grass-roots community development are paramount in our service delivery. Working as part of a team of Indigenous Knowledge Brokers, you will have the opportunity to apply your passion for Indigenous partnership in environmental research and management.

Duties

The Job

Your role may include, but will not be limited to:

- Engaging and networking with a broad range of stakeholders, including research institutions, government agencies, Traditional Owners and Indigenous Communities.
- Developing resources to support best-practice Indigenous partnerships in environmental and climate research.
- Supporting a network of Indigenous Facilitators from a range of research institutions to build partnerships between Indigenous Australians and NESP researchers, including delivering Indigenous-led projects.
- Reviewing NESP Hub annual research plans and annual progress reports to ensure best-practice Indigenous-led research.
- Organising and supporting quarterly meetings of the Indigenous Facilitator Network and hosting monthly drop-in sessions.

Eligibility

What we are looking for
Knowledge and experience

You will have:

- Outstanding stakeholder liaison skills and cultural awareness
- Strong written and oral communication skills
- Strong organizational skills and ability to work independently within defined boundaries and to tight deadlines
- An ability to adjust to changing priorities
- Experience working with a broad range of Traditional Owners and Indigenous communities
- Experience and ability in communicating to an Indigenous audience
- Experience facilitating meetings and workshops in a culturally appropriate way
- An understanding of traditional knowledge and cultural values in environmental management
- A passion for environmental and climate research

Desirable qualifications

Background in science.

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. **Notes**

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Catherine Atkinson, 0421 994 474
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=35ED708A-529B-1839-E992-D21899BC69FB

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Agriculture, Water and the Environment

Vacancy VN-0731029

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

Closing Date: Tuesday 24 October 2023

Gas & Liquid Fuels
Several Several

Job Title	Assistant Manager – Policy / Project Management Roles
Job Type	Full-Time; Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Melbourne VIC, Sydney NSW
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/3916
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Gas and Liquid Fuels Division leads policy reform and programs that underpin the reliable and affordable supply of gas and liquid fuel to support the transition to renewable energy.

The Division works closely with colleagues across the department, government and at a state/territory level to progress reforms to improve the functioning of gas markets, to ensure ongoing reliability and affordability of gas supply for consumers as the energy sector transitions. This requires the provision of high-quality analysis and an evidence-based approach to policy development relevant to securing adequate domestic gas supply and enhanced planning for the sector's role in the energy transition.

Australia's liquid fuel supplies are essential for the nation's security and underpin the operation of our economy. The Division works to ensure liquid fuels can be reliably delivered to support Australia's growing economy and essential services as we transition to net zero emissions.

The Division is committed to being an engaging and inclusive place to work. We know that our strength comes from our people and encouraging them to develop and thrive in a supportive workplace. We lead by example, encouraging a culture of leadership and supporting the development, retention, and mobility of our staff.

The Division is committed to work life balance and staff wellbeing and is supportive of flexible work arrangements, including remote working, where they align with business and personal needs. We strive to give staff at all levels the opportunity to participate in collaboration, consultation and problem solving and we are committed to the continued development of a strong and supportive culture.

The Job

The successful applicants will undertake work that is critical to the functioning of the Division. You will exercise both initiative and judgment in the application of practices and procedures. You will have the opportunity to drive improvement in a range of roles including strategic planning, program and project management, market analysis, policy development, regulation, compliance, and economic data and statistics. Work may involve management responsibilities requiring the setting of priorities and managing workflows and staff.

We are seeking to fill several Assistant Manager roles, that may include the following key responsibilities:

- Shaping strategic thinking by undertaking research, coordinating, analysing, and advising on the relevant market and related issues, including developing policy/legislative materials
- Influencing strategic outcomes through excellent communication skills (particularly in writing) and conveying complex issues succinctly to non-expert audiences, including in briefings and submissions for the Minister, the Cabinet and senior executives.
- Proactively identifying issues, efficiencies, and opportunities for reform, and recommend innovative solutions, using critical thinking, sound judgement, your own expertise and an awareness of the broader environment.
- Being able to develop productive relationships, work collaboratively and negotiate outcomes with colleagues and stakeholders. This may include working with market participants, energy market bodies, state and territory governments and other Commonwealth departments and agencies on policy and regulatory issues.

Duties

What we are looking for

Knowledge and experience

The desired knowledge and experience, and skills and capabilities outlined below will depend on the specific role. All successful applicants will be expected to participate in and contribute to culture building, information sharing and staff development initiatives.

We are looking for people who can demonstrate transferable skills and experience, including:

- Experience leading small teams, projects or workstreams, with demonstrated experience supervising staff and getting the best out of people.
- Experience providing advice on issues and working with internal and external stakeholders to facilitate the resolution of complex policy, program, regulatory or coordination matters.
- Experience in policy or program development, including the ability to investigate and source key information to support decision making.
- Commitment to continuous improvement and demonstrated ability to implement and respond positively to change.
- Experience in project, program, or advisory/coordination positions.

Skills and capabilities

We are looking for people with a demonstrated ability to:

- Communicate effectively with internal and external stakeholders both verbally and in writing.
- Manage competing priorities while remaining a highly motivated team player who will supervise and support team members to meet agreed goals.
- Take a strategic approach to difficult problems, including the identification, management, and mitigation of risk.
- Thrive in a fast paced, energetic environment and in a high performing team.

Desirable qualifications

Experience in Gas, Liquid Fuels or Energy policy, or a diploma or undergraduate degree in commerce, accounting, finance, business, or a related field will be highly regarded but is not essential.

Eligibility

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

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

Notes

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

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

To Apply

Position Contact	Sally Railton, 0466 484 671
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0731026

Administrative Appeals Tribunal

Closing Date: Wednesday 18 October 2023

Registry Operations
Adelaide Registry

Job Title	EL1 Assistant Director Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$108,997 - \$128,291
Classification	Executive Level 1
Position Number	7003418
Agency Website	http://www.aat.gov.au/

Job Description

<https://aat.bigredsky.com/page.php?pageID=106>

The Administrative Appeals Tribunal is seeking a skilled and capable manager to assist the Director of Operations in the Management and leadership of the Adelaide Registry. The role ensures the efficient and effective leadership, management and coaching of Registry staff to achieve high quality services to members of the public and Members of the AAT as they undertake administrative appeals of commonwealth government decisions.

As part of the registry management team, the role directly supervises the Team Leaders of Case Management, Member Support in undertaking their duties. The role performs various management activities including, recruitment, staff development, performance management, caseload management, and assisting the Director Operations in budgeting and optimising registry operations.

Our ideal candidate will be self-motivated and have strong organisational skills. You will have:

- Excellent management and leadership skills and experience
- Experience in working in government, courts, tribunals, or legal environments
- Excellent change management and communication skills with a diverse range of stakeholders
- Excellent understanding of customer services
- An ability to understand administrative law in a tribunal environment

Our ideal candidate can develop positive professional relationships with Members and colleagues, has highly developed organisational skills, can think strategically and exercising sound judgement particularly when dealing with complex issues. You will have a strong emphasis on providing high quality user focused services.

Duties

- Strong management experience and ability to translate organisational vision and strategy into operational goals, ensuring the delivery of key priorities consistent with agreed workflow and service delivery standards.
- Strong leadership skills with the ability to foster and motivate high performing teams through coaching, mentoring, training, and effective performance management, and development.
- Well-developed verbal, written, and interpersonal skills with proven experience as a highly effective communicator and negotiator.
- Demonstrated ability to think strategically and exercise sound judgment, including the proven capacity to solve problems, identify opportunities for improvement and to successfully implement change.
- Well-developed stakeholder engagement skills including the ability to initiate, nurture and maintain productive and collaborative relationships with a broad range of internal and external stakeholders.
- Ability to understand and work with legislative and policy frameworks and apply them to issues, cases, and processes.

The annual salary for this position is from \$108,997 - \$128,291 plus 15.4% superannuation.

This position is only available in Adelaide and may be filled as an Ongoing OR Non-ongoing up to 3 years.

The application must include an overarching letter with a section addressing each selection criteria and your CV. Your statements against each selection criteria should be clear, concise and display a relevant setting of knowledge, skills, and expertise. Each selection criteria may not exceed 200 words. Please note that applicants who do not address the required capabilities and experience will not progress to shortlisting.

Your Resume/CV should not exceed 4 pages in total.

Applications for this role will close at 11:30pm AEST on 18 October 2023

Contact Officer: Should you have any questions about the role please reach out to Ian Phillips, Director Operations on (08) 8128 8007 or Ian.Phillips@aat.gov.au

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and health assessment.

Mandatory: To be eligible, the successful applicant must hold OR be able to obtain and maintain a Baseline security clearance.

Desirable: Tertiary qualifications in a field of study that might complement the required capabilities OR relevant experience in a similar work environment.

More information about our agency, this position, its scope, accountabilities, and required capabilities and experience, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au

Read about the current reform of the Australian federal administrative review system on the Attorney-General's website, www.ag.gov.au

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing or ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

To Apply

Position Contact	Ian Phillips, (08) 8128 8007
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106

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Attorney-General's Department

Closing Date: Friday 13 October 2023

Royal Commission into Defence and Veteran Suicide
Operations

Job Title	Assistant Director, Media and Communications
Job Type	Full-Time; Part-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$110,365 - \$134,286
Classification	Executive Level 1
Position Number	0391/23_RCDVS-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx>

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

Duties

Employment Opportunity

The Media, Communications and Stakeholder Engagement Team is part of the Operations Branch, at the Royal Commission into Defence and Veteran Suicide. We are a small, multi-disciplinary team with staff in Sydney and Canberra.

Our ideal candidate would be someone who has:

- a background in journalism or communications in Government
- experience managing small, diverse teams
- experience managing media and digital media activities for Government agency or similar
- strategic communications knowledge and ability to give frank and fearless advice to leaders
- strong writing and editorial skills including speech writing, op eds, media statements etc
- willingness to travel domestically
- flexible working arrangements - 60/40 office/home split
- full time role, Sydney CBD or Canberra location.
- opportunity for ongoing APS only - secondment or temporary transfer.
- baseline security clearance.

How you can help us make a difference

Our ideal candidate will: Have a tertiary qualification in Journalism, Public Relations, Communications or related discipline and/or commensurate experience of more than 10 years.

You will be contributing to a once in a lifetime Royal Commission looking at suicide and suicidality in the Defence and Veteran community.

If you feel you have the experience and skills for the role, please email your CV and a one-page statement (maximum 500 words) outlining why you should be considered for the role, and the

contact details of your current supervisor to the contact information below.

Applications will be accepted until COB Friday 13 October

For further information about the role please contact:

Emma Collien - Assistant Director Media, Communications and Stakeholder Engagement
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.

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 speak 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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Emma Collien, 0499 784 261
Agency Recruitment Site	https://www.ag.gov.au/About/Careers/Pages/current-vacancies.aspx

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Attorney-General's

Vacancy VN-0731000

Australian Federal Police

Closing Date: Tuesday 24 October 2023

Job Title	Software Developers and Technical Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$80,821 - \$95,010
Classification	APS Level 3
Position Number	11851
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/11851/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Software Developers and Technical Officers.

AFP Cyber Command's primary responsibility is to investigate computer related crimes under the Commonwealth Criminal Code Act 1995 against Commonwealth government, critical infrastructure and systems of national significance. Our mission is to make Australia a hostile environment for cybercrime.

We employ technical specialists to provide highly technical and sound advice on computer exploitation events, overt and covert intelligence collections and lead development of new collection and analysis techniques.

We have 5 key focus areas for combatting cybercrime:

- Growing People and Capabilities
- High Impact Commonwealth Cybercrime Investigations
- National Coordination
- Disruption
- Cybercrime Prevention and Support

By joining Cyber Command you will work alongside other developers, technical specialists, intelligence analysts and police (sworn) investigators dedicated to the identification, prevention and disruption of cybercriminals. You will use cutting-edge technology, work within a collaborative team environment and help develop innovative strategies and technologies as well as support operational activity.

What roles are available?

- **Software Developer** - support the enhancement of technical capabilities of the Cyber Command and provide technical solutions to challenges encountered during the investigative process. The role is based in Canberra.

- **Technical Officer** - provide technical solutions to challenges encountered during the investigative process, map out criminal infrastructure, analyse malicious toolsets and participate in Cyber search warrants. The role is based in Sydney, Canberra, Melbourne, Brisbane and Perth.
- **Technical Officer Covert Online** - research and track cybercriminal actors, their infrastructure and commonly used malicious toolsets work alongside senior technical specialists and covert operatives to develop and deploy technical solutions that will help the AFP detect, dismantle and disrupt cybercriminal networks targeting Australia and the broader international community. The role is based in Canberra.

Important: For more information on these roles and eligibility, please read the [candidate pack](#).

* This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement 2017- 2020, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their Base Salary which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- A Negative Vetting 2 (Top Secret) security clearance or the ability to obtain one is required for the Technical Officer Covert Online role.
- Ability to apply technical knowledge and skills to solve novel, real world problems
- Proven experience and should be able to work autonomously
- Demonstrated ability and willingness to learn new skills
- Minimum 3 years' experience in a directly relevant field (this may include skills and experience developed through tertiary studies, work experience or otherwise, and the ability to effectively demonstrate those skills)

Notes

- This position is an AFP Band Level 4
- This position is located in multiple locations (NSW, ACT, VIC, QLD, WA)
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement 2017- 2020, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Cybercrime Coordination Team, (02) 5126 0000
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/11851/

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Attorney-General's

Vacancy VN-0731003

Australian Federal Police

Closing Date: Tuesday 24 October 2023

Job Title	Software Developers and Technical Analysts
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$102,927 - \$113,563
Classification	APS Level 6
Position Number	11888
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/11888/>

Did you know?

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We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Software Developers and Technical Analysts.

AFP Cyber Command's primary responsibility is to investigate computer related crimes under the Commonwealth Criminal Code Act 1995 against Commonwealth government, critical infrastructure and systems of national significance. Our mission is to make Australia a hostile environment for cybercrime.

We employ technical specialists to provide highly technical and sound advice on computer exploitation events, overt and covert intelligence collections and lead development of new collection and analysis techniques.

We have 5 key focus areas for combatting cybercrime:

- Growing People and Capabilities
- High Impact Commonwealth Cybercrime Investigations
- National Coordination
- Disruption
- Cybercrime Prevention and Support

By joining Cyber Command you will work alongside other developers, technical specialists, intelligence analysts and police (sworn) investigators dedicated to the identification, prevention and disruption of cybercriminals. You will use cutting-edge technology, work within a collaborative team environment and help develop innovative strategies and technologies as well as support operational activity.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What roles are available?

- **Software Developer** - support the enhancement of technical capabilities of the Cyber Command and provide technical solutions to challenges encountered during the investigative process. The role is based in Canberra.

- **Technical Analyst** – provide technical solutions to challenges encountered during the investigative process, map out criminal infrastructure, analyse malicious toolsets and participate in Cybercrime search warrants. The role is based in Sydney, Canberra, Melbourne, Brisbane and Perth.
- **Technical Analyst Covert Online** - research and track cybercriminal actors, their infrastructure and commonly used malicious toolsets work alongside senior technical specialists and covert operatives to develop and deploy technical solutions that will help the AFP detect, dismantle and disrupt cybercriminal networks targeting Australia and the broader international community. The role is based in Canberra.

Important: For more information on these roles and eligibility, please read the [candidate pack](#).

* This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement 2017- 2020, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their Base Salary which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- A Negative Vetting 2 (Top Secret) security clearance or the ability to obtain one is required for the Technical Analyst Covert Online role.
- Ability to apply technical knowledge and skills to solve novel, real world problems
- Proven experience and should be able to work autonomously
- Demonstrated ability and willingness to learn new skills
- Minimum 5 years' experience in a directly relevant field (this may include skills and experience developed through tertiary studies, work experience or otherwise, and the ability to effectively demonstrate those skills)

Notes

- This position is an AFP Band Level 6
- This position is located in multiple locations (NSW, ACT, VIC, QLD, WA)
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement 2017- 2020, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity & Inclusion

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About the Australian Federal Police

As Australia’s national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia’s territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Cybercrime Coordination Team, (02) 5126 0000
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/11888/

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Attorney-General’s

Vacancy VN-0731007

Job Title	Senior Software Developer and Senior Technical Analysts
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$121,628 - \$132,391
Classification	Executive Level 1;Executive Level 2
Position Number	11655
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/11655/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Senior Software Developer and Senior Technical Analysts

AFP Cyber Command's primary responsibility is to investigate computer related crimes under the Commonwealth Criminal Code Act 1995 against Commonwealth government, critical infrastructure and systems of national significance. Our mission is to make Australia a hostile environment for cybercrime.

We employ technical specialists to provide highly technical and sound advice on computer exploitation events, overt and covert intelligence collections and lead development of new collection and analysis techniques.

We have 5 key focus areas for combatting cybercrime:

- Growing People and Capabilities
- High Impact Commonwealth Cybercrime Investigations
- National Coordination
- Disruption
- Cybercrime Prevention and Support

By joining Cyber Command you will work alongside other developers, technical specialists, intelligence analysts and police (sworn) investigators dedicated to the identification, prevention and disruption of cybercriminals. You will use cutting-edge technology, work within a collaborative team environment and help develop innovative strategies and technologies as well as support operational activity.

As a Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What roles are available?

- **Team Leader and Senior Software Developer** - lead the enhancement of technical capabilities of the Cyber Command and provide technical solutions to challenges encountered during the investigative process. You will be leading a newly developed team that will improve and influence the future of AFP investigations in an increasingly sophisticated environment. The role is based in Canberra.

- **Senior Technical Analyst** is a leadership position and is responsible for driving the strategic technical direction of the Cyber portfolio. They will ensure Cybercrime teams have adequate technical staff and the necessary skills, equipment and technology in order to perform their work. A key part of their role is to ensure they are across emerging technologies and drive organisational technological changes and improvements to broader AFP business practices. The role is based in Sydney, Canberra and Melbourne.

Important: For more information on duties of each role and candidate eligibility, please refer to the [candidate pack](#).

*This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement 2017- 2020, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their Base Salary which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Ability to apply technical knowledge and skills to solve novel, real world problems
- Proven experience and should be able to work autonomously
- Demonstrated ability and willingness to learn new skills
- Minimum 7 years' experience in a directly relevant field (this may include skills and experience developed through tertiary studies, work experience or otherwise, and the ability to effectively demonstrate those skills)

Notes

- This position is an AFP Band Level 8
- This position is located in multiple locations (NSW, ACT, VIC)
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement 2017- 2020, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Cybercrime Coordination Team, (02) 5126 0000
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/11655/

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Defence

Vacancy VN-0730993

Australian War Memorial

Closing Date: Wednesday 18 October 2023

National Collection
National Collection Collection Services

Job Title	Conservator Textiles
Job Type	Part-Time, Non-Ongoing
Location	Mitchell ACT
Salary	\$68,656 - \$81,313
Classification	
Position Number	TBC
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The textile conservator contributes to the professional conservation, preservation and storage of items from the National Collection. The primary work of this position is the on-going survey, treatment, preservation and maintenance programs for a range of textiles and related materials including uniforms, flags, medals, leather, plastics and rubber and associated hazards. The conservator assists in the development and implementation of new and improved conservation processes and techniques; documents work performed; may supervise other staff and volunteers; prepares items for access, storage and exhibition and contributes to team, section and Memorial activities.

Duties

Under general direction from the Senior Conservator, Textiles:

- Document, conserve and re-house a range of textile and related objects including uniforms and accessories, flags and colours, medal ribbons (medal mounting), leather, plastic, rubber and other mixed media items identified as corporate priorities for new acquisitions, exhibitions, loans, storage and other preservation programs including hazard mitigation
- Document all conservation and preservation activities on the Memorial's Collection Management System
- Undertake scientific analysis, testing and research to determine composition, condition and deterioration processes of the Memorial's collection as required
- Assist in the supervision of other staff and volunteers and assist with their training and development
- Assist in the development of new conservation techniques and practices
- Participate in multi-disciplinary teams to deliver conservation programs including gallery maintenance and integrated pest management
- Provide conservation and preservation advice to other sections of the Memorial, professional colleagues and to the public
- Conduct manual handling tasks including movement of a wide range of objects including but not limited to textiles and military heraldry

Eligibility Notes

This Non-Ongoing position will be filled on a Part Time basis of 4 days per week until 30 June 2024 with a possibility of extension.

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

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

About the Australian War Memorial

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

To Apply

Position Contact	Cathy Challenor, (02) 6243 4423
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0730659

Department of Defence

Closing Date: Wednesday 18 October 2023

Defence People Group
Joint Health Command

Job Title	Physiotherapy Manager
Job Type	Full-Time, Ongoing
Location	East Fremantle WA
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	DPG/09319/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D70CB738-AC7D-32A3-D1CC-D206AB21B1A3>

Duties

Your Role

The Department of Defence is seeking an experienced Physiotherapist to work in a dynamic role managing a team of Physiotherapists in Western Australia (WA), committed to driving best outcomes for members of the Australian Defence Force (ADF).

Responsible for the physiotherapy service broadly in WA, the EL1 Physiotherapist Manager is accountable for leading a team, providing evidence based treatment, managing allocated resources, setting work area priorities, managing workflows, developing strategies and procedures, and evaluating business outcomes.

You will plan, lead and manage a group of physiotherapists to provide evidence-based assessments and treatment of complex to very complex intensive, multi-factorial physical conditions within a bio-psychosocial framework to achieve defined treatment goals. You will demonstrate advanced knowledge, experience and skills in physiotherapy practices and Defence health policies to provide advice to stakeholders and mentor less experienced employees. You will motivate and mentor these teams, align complementary skills and allocate resources in a manner that delivers results across a number of locations in WA.

Our Team

This position sits within Joint Health Command (JHC), which provides a joint health effect to enable Australian Defence Force (ADF) capability and care for our people.

Through the delivery of reliable, resilient, affordable and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition. In addition, we partner with the Navy, Army and Air Force to ensure that the ADF's deployable health force is equipped and skilled to provide health care in the deployed setting. As part of Defence People Group, we make a direct contribution to the ADF's operational capability and provide crucial support to the warfighter.

Joint Health Command has an integrated workforce of Defence members, civilians and contractors. We manage over one million patient health service interactions with Defence members each year through health units in Australia and overseas.

Our Ideal Candidate

The successful applicant will demonstrate extensive physiotherapy experience, critical thinking skills, be proficient at analysing workflows and business processes, provide recommendations for improvements to enhance efficiency and outcomes, and manage the implementation of agreed actions.

They will have experience in managing, developing and mentoring staff through performance appraisal and change, providing expert clinical mentoring and training to assist in the development of staff. They will work within a regional team whilst applying a structured and nationally consistent service, as directed by policy and their technical chain.

Although based at Leeuwin Barracks, the successful candidate will be required to travel between Defence establishments within WA and will be enthusiastic to foster and maintain strong and effective professional relationships between various stakeholders within the Department of Defence and contracted external agencies.

Eligibility

Security Clearance

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

Mandatory Qualifications

Registered as a Physiotherapist with the Physiotherapy Board of Australia.

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Melissa Peterson, 0429 567 323
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D70CB738-AC7D-32A3-D1CC-D206AB21B1A3

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Defence

Vacancy VN-0730851

Department of Defence

Closing Date: Wednesday 11 October 2023

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Deputy Director, Parliamentary Business
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	JCG/09635/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=69DC5CFC-7797-D993-2A6D-D20722863757>

Duties

The Role

The duties of The Deputy Director Parliamentary Business include the following:

- Manage the development and preparation of ministerial, parliamentary, media, Freedom of Information, reporting and committee documentation.
- Prepare very complex and sensitive ministerial and parliamentary correspondence, briefs and submissions.
- Operate within legislation, policies, strategies and business or team plans to achieve ministerial and parliamentary outcomes.
- Explain very complex information and consider the ramification of issues on the impact and implications of ministerial and parliamentary business to the work area and more broadly Defence and whole-of-government
- Influence and manage relationships with internal and external stakeholders
- Negotiate with internal and external stakeholders to achieve agreed outcomes.
- Analyse and assess submissions to ensure compliance with Ministerial and Parliamentary requirements and broader Defence policies.
- Assess the future and considers longer-term implications of work to recommend courses of action in line with Defence's strategic plan.
- Provide clear direction and advice to stakeholders on ministerial and parliamentary requirements.

About our Team

The Deputy Director Parliamentary Business, works in the Ministerial, Parliamentary and Cabinet Directorate in the Joint Capabilities Group. The Directorate works closely with the Chief of Joint Capabilities to ensure the Group delivers timely and quality information to the Defence Ministers and their staff. It is an exciting and dynamic position that will see the successful person influencing and shaping the reporting and documentation of sensitive, complex correspondence, briefs and submissions. The person will need to have exceptional writing skills and the ability to distil key strategic messages from detailed data sources and prepare the required documentation in extremely short time frame.

The successful person will also have substantial experience in working with ambiguity and the ability to collaborate on matters to ensure key stakeholders and customers understand and agree

with any proposed approach. The position is a critical APS contributor to the achievement of strategic Defence outcomes and is a role in which public servants should undertake as it can heighten their personal profile and provide significant experience that will assist them to progress their career.

The Deputy Director Parliamentary Business will be accountable, under broad direction, to undertake complex to very complex ministerial and parliamentary activities and tasks. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives.

The Deputy Director Parliamentary Business will have experience and comprehensive knowledge of the ministerial and parliamentary environment, and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work. They will take the initiative for achieving outcomes, progressing work, reviewing individual, team and business performance and focusing on identifying opportunities for continuous improvement. They will work with independence and set work tasks that align with the strategic objectives and communicate expected outcomes.

The Deputy Director Parliamentary Business will undertake extensive stakeholder engagement and will be required to identify relevant stakeholders' expectations and concerns to develop a clear understanding of the methodology and practices to achieve outcomes. They will be accountable to contribute toward ongoing self-improvement and professional

Our Ideal Candidate

Within the Stakeholder Management function, the Deputy Director Parliamentary Business is accountable under broad direction to perform and achieve very complex ministerial and parliamentary work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The Deputy Director Parliamentary Business will exercise a considerable degree of independence and perform a subject matter expert role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the stakeholder management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

The Deputy Director Parliamentary Business may be a team coach or lead an administrative team and will be accountable for the outcomes of the team's work and the appropriate use of resources to produce and achieve outcomes. They are expected to be capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

The Deputy Director Parliamentary Business will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Amelia Simpson, 02 5108 8098
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=69DC5CFC-7797-D993-2A6D-D20722863757

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Education, Skills and Employment

Vacancy VN-0730984

Department of Education (EDUCATION)

Closing Date: Wednesday 18 October 2023

Job Title	Assistant Director, Fraud Detection
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	\$115,996 - \$128,200
Classification	Executive Level 1
Position Number	23/2935
Agency Website	https://www.education.gov.au/

Job Description

<https://www.education.gov.au/about-department/work-us>

The Early Childhood and Youth group is focussed on making high quality, affordable and accessible early childhood education and care to Australian children and families. The group is responsible for the effective implementation of the Government's Child Care package, including the administration of the Child Care Subsidy and Child Care Safety Net.

The Early Childhood and Youth Group strives to ensure all Australian children can access early childhood education and care, which equips them to succeed in years to come and helps families with children who want to work, want to work more, train, volunteer or help with other responsibilities.

The Financial Integrity Branch consists of seven teams which are responsible for the integrity of Child Care Subsidy payments, including policy and advice to Government on integrity, data analysis, approval of child care providers, education, and engagement with the child care sector, ensuring compliance with requirements, provider audits and fraud investigation.

The Intelligence Analytics Section is responsible for delivering Child Care Subsidy integrity data analysis, evaluations, and intelligence functions. The team works closely with internal and external stakeholders and undertakes analysis of Child Care Subsidy and related data to detect high-risk behaviour patterns, identify targets for compliance and fraud activity, assess and prioritise referrals to compliance and fraud investigations teams, and deliver operational data and intelligence support.

Reporting to the Director, the Assistant Director, Fraud Detection will lead a team of highly specialised technical analysts, and will work with strategic partners and decision makers while also performing as a specialist intelligence and data practitioner.

Duties

Responsibilities of the Executive Level 1 Assistant Director, Fraud Detection may include:

- Lead a team of Data Analysts to develop rules-based detection profiles to identify patterns related to high-risk behaviours and provide targets for compliance and fraud activity.
- Develop early warning systems for high-risk behaviours, such as watchlist monitoring.
- Provide administrative support regarding data systems, including the development and delivery of training and support materials for end users.
- Provide advanced analytics to inform detection and targeting strategies.
- Build and sustain effective working relations with internal and external stakeholders and represent the department in external forums.
- Contribute to strategic intelligence projects to inform new and emerging patterns of fraud in response to compliance/investigative activities.
- Prepare internal performance and progress reports and contribute to Executive briefings.
- Oversee administration of departmental case management and intelligence system (iBase).

Eligibility

Citizenship: Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 security clearance.

Notes

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

About the Department of Education (EDUCATION)

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Trent Di Corleto, 0460 029 587
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education, Skills and Employment

Vacancy VN-0730953

Tertiary Education Quality and Standards Agency

Closing Date: Tuesday 17 October 2023

Regulatory Operations
Risk and Compliance Compliance and Investigations

Job Title	Compliance and Investigations Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Canberra ACT
Salary	\$80,802 - \$86,384
Classification	APS Level 5
Position Number	19370
Agency Website	www.teqsa.gov.au

Job Description

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

About you

- Are you a critical thinker with a passion for problem-solving?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?
- Are you passionate about contributing to the excellence of Australian higher education?

About the position

This vacancy is within the **Risk and Compliance Group**, which is comprised of two teams:

- The **Compliance and Investigations team** which is responsible for managing non-compliance, using our regulatory powers and functions in a way that is proportionate, reflects risk and regulatory necessity. The team undertakes non-cyclical compliance assessments and investigations based on identified risks and sector-wide thematic analyses, monitors and manages complaints about providers and monitors assurance action imposed on providers.
- The **Financial Advisory and Risk team** which is responsible for sourcing information and intelligence related to risk and undertaking quantitative and qualitative analysis to inform TEQSA's regulatory assessment and compliance activity.

Working in a small, collaborative team, the **Compliance and Investigations Manager** will work under limited direction and is responsible for undertaking assessments and investigations and applying sound judgement to prepare recommendations for decision-makers. **Duties**

1. Undertaking risk-based assessments and investigations of possible non-compliance with the TEQSA Act, ESOS Act or subordinate regulatory legislation, and applying sound judgment to prepare well-argued recommendations for consideration by decision-makers.
2. Applying work knowledge, including knowledge of precedents, relevant legislation, standards, policy, procedures, and guidelines to interpret and analyse assessments involving moderate complexity and sensitivity.

3. Undertaking risk-based assessments and investigations of possible non-compliance with the TEQSA Act and other assurance actions.
4. Monitoring and managing complaints about providers.
5. Monitoring and managing material change notifications submitted by providers.
6. Liaising with internal and external stakeholders including external experts and other regulatory agencies and building cooperative working relationships.
7. Undertaking a range of assessment-related and administrative activities in support of the team including planning, reporting, data entry, and procurement.
8. Working effectively and harmoniously in a team, managing competing priorities, solving problems, and providing advice, training and support to others as required.

Our ideal candidate

TEQSA is looking for high-performing team members who are passionate about contributing to the excellence of Australian higher education. ***Our ideal candidate will have:***

- knowledge of, or an ability to develop an understanding of, legislative and policy frameworks, government decision-making processes and agency guidelines and regulations such as, the TEQSA Act and the Threshold Standards.
- strong written and verbal communication skills, including the ability to analyse and synthesise information and findings to draft high quality, concise reports and briefs, and the ability to build and maintain relationships with internal and external stakeholders.
- strong organisational skills and the ability to work collaboratively with other team members to manage deadlines, while maintaining accuracy and attention to detail in the delivery of reports and projects.
- demonstrated ability to be proactive and work independently and make decisions and exercise judgement within defined parameters when required.
- an ability to respond in a positive and flexible manner to change and uncertainty.

Eligibility

The successful applicant must:

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

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

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and will be used to fill similar ongoing and non-ongoing vacancies within TEQSA as they arise. The merit pool is active for 18 months from the date of this advertisement.
- Non-ongoing vacancies may be filled for up to 18 months with the possibility of a further extension (up to a total period of 3 years) or become ongoing.

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

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

To Apply

Position Contact	Sashi Sivathasan, (03) 8306 2591
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Health

Vacancy VN-0730740

Department of Health and Aged Care

Closing Date: Wednesday 25 October 2023

Service Delivery
NSW ACT State Office Northern Regional

Job Title	Executive Level 2 - Regional Director, Northern NSW
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Coffs Harbour NSW
Salary	\$133,555 - \$158,121
Classification	Executive Level 2
Position Number	23-SDDIV-20580
Agency Website	

Job Description

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

The Department of Health and Aged Care is looking for a passionate and motivated leader to lead our Northern NSW aged care regional team, with staff in both Sydney and Coffs Harbour.

This team is focussed on the stewardship of the aged care system in Northern NSW, including supporting the implementation of aged care reforms, solutions brokering, capability and capacity building and using local knowledge and experiences to inform national planning and policy design. Working with us gives you an opportunity to influence how the aged care system is operating in Northern NSW to improve outcomes for older Australians in these communities.

Duties

- Initiating, establishing and maintaining trusted relationships and networks with stakeholders in the region, including community groups, aged care service providers, the primary health networks and state and local governments
- Representing the department in the Northern NSW region, including communicating the strategic direction and reform agenda of the department
- With a strong focus on the needs of older Australians, leading the team to develop a detailed understanding of the local community and the services within that community including priority issues and planning for future aged care needs
- Leading collaborative work with system partners to address priority issues for improving the aged care system in the Northern NSW region
- Leading key aged care emergency and pandemic response activities for the NSW/ACT branch, including preparation for, and the provision of support relating to emergency events
- Leading and managing the Northern NSW team, including developing work plans, setting priorities, monitoring performance against outcomes, and providing clear direction and constructive feedback
- Fostering a positive, empowering team culture that encourages collaboration and continued development, including supporting the team through periods of change
- As part of the leadership team of the branch, making a significant contribution to strategic direction and providing leadership on key priorities of the branch

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.

For this role applicants must be able to obtain and maintain a **Baseline security clearance**, or hold a current security clearance at an appropriate level. **Notes**

Applications close **11:30pm AEDT**.

Applicants are asked to quote reference number **23-SDDIV-20580** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks 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	Dr Sarah Rumble, 02 9263 3700
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0730792

Department of Health and Aged Care

Closing Date: Sunday 22 October 2023

Departmental Executive Division
Executive Office Branch

Job Title	Inspector-General of Aged Care
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Statutory Appointment
Position Number	1121
Agency Website	

Job Description

<https://www.health.gov.au/our-work/inspector-general-of-aged-care>

Duties

The Office of the Inspector-General of Aged Care (OIGAC) is a new non-corporate Commonwealth entity created in response to the Royal Commission into Aged Care Quality and Safety (Royal Commission). The OIGAC is a small 'boutique' agency with a clear purpose and a cohesive vision to be a trusted authority that ensures integrity and accountability in the aged care system by providing informed and independent oversight.

**The Government is seeking to appoint an inaugural
Inspector-General of Aged Care.**

The Inspector-General of Aged Care will be the senior leader of the OIGAC and will together with the Agency Executive Director: provide whole of agency leadership, including managing OIGAC capability and performance; lead the planning, development and implementation of the major functions of the OIGAC, including but not limited to Reviews, Monitoring and Reports of the aged care system; be required to exercise the legislative powers and functions as set out in the *Inspector-General of Aged Care Act 2023*; and develop and maintain effective working relationships and strategic partnerships with a diverse range of stakeholders.

To be a strong contender for this role, you will need to be:

- An outstanding and strategic leader with a substantial record of achievement, able to operate within a complex governance and regulatory framework;
- Have a solid knowledge of government and parliamentary processes and protocols;
- Have a strong understanding of the aged care system or have the ability to quickly acquire this;
- Have first class communication and stakeholder engagement skills and a personal style that engenders trust and respect;
- Have a focus on enabling and nurturing high-performing staff where people are supported to deliver and give their best, including uniting people behind a strategic vision.

Eligibility

To be eligible for appointment you must satisfy the following requirements:

- Be an Australian citizen;
- Ability to obtain and maintain a Negative Vetting 1 level security clearance granted by the Australian Government Security Vetting Agency;
- Willingness to disclose all interests, pecuniary or otherwise, that may conflict with the performance of duties; and
- Ability to travel interstate as required.

Terms and Conditions

- The successful applicant will be appointed as the Inspector-General of Aged Care on a full-time basis and for a period of 5 years.
- The position is based in Canberra, however remote workplace arrangements may be considered.
- Remuneration and allowances are those set by the Remuneration Tribunal. A draft determination has been made and a total remuneration package is indicatively set at \$427,120.

Notes

- **Applications close 11:30pm AEDT.**
- Applicants are asked to quote reference number **Reference Number 1121** to assist when making an enquiry.

Applications must include:

- Expression of interest no more than 2 pages detailing relevant skills and experience against the requirements of the role and core selection criteria.
- A resume of no more than 4 pages outlining qualifications, experience and expertise.
- The names and contact details of at least two referees who have direct and relevant experience of your work. You will be notified prior to referees being contacted.

Before applying, please obtain selection documentation
by emailing **admin@amandaorourke.com.au** Further information may be obtained by
contacting **Amanda O'Rourke Executive Search on 0452 199 031.**
Applications close Sunday, 22 October 2023 at 11:30pm AEDT

**Please submit your application via email to admin@amandaorourke.com.au quoting
Reference Number 1121.**

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	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://www.health.gov.au/our-work/inspector-general-of-aged-care

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Home Affairs

Vacancy VN-0731001

National Emergency Management Agency

Closing Date: Wednesday 18 October 2023

Policy & Programs

Job Title	NEMA Executive Assistant
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$79,375 - \$84,859
Classification	APS Level 5
Position Number	129834
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129834/>

National Emergency Management Agency:

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with local communities as well as state and territory Governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating Government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning;
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

Overview of the Branch and Section:

Programs and Policy Division is responsible for the administration and strategic oversight of the Disaster Recovery Funding Arrangements 2018 (DRFA), administering Australian Government payments such as the Australian Government Disaster Recovery Payment, Disaster Recovery Allowance, the Pandemic Leave Disaster Payment and High-Risk Settings Pandemic Payment.

About the role:

The Executive Assistant will require excellent verbal and written communication skills with the ability to liaise confidentially with various internal and external stakeholders. The Executive Assistant will work in conjunction with the Executive Officer to the FACG to meet competing demands of the Office. The ability to work collaboratively and communicate clearly is essential for success in this role.

Working in a high-pressure environment with competing demands, the Executive Assistant will require exceptional time management and prioritisation skills, the ability to maintain a high degree of confidentiality, have a flexible and agile approach to work and be confident in providing advice and communicating effectively on behalf of the First Assistant Coordinator General in a timely manner.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate:

The Agency is looking for people who enjoy working in a rapidly evolving and forward thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes. Whilst working in the Agency you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Agency. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people 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.

Duties**Specific duties/responsibilities:**

As an experienced Executive Assistant, in this position you will:

- Work collaboratively with the Executive Officer to provide high quality, accurate, timely and professional administrative support to the First Assistant Coordinator General and Disaster Recovery and Resilience Division,
- Assist in managing, coordinating and prioritising the workflow of the Office to ensure priorities and deadlines are met including answering and screening telephone enquiries and using your discretion to re-direct when appropriate; diary management, email and routine correspondence,
- In conjunction with the Executive Officer, coordinate and track divisional taskings such as Committee papers, Senate Estimate briefs, Questions on Notice, briefings, talking points, and ADHOC taskings,
- Organise meetings and events including collation of papers, arranging travel and accommodation, logistical support, venue hire, and catering as required,

- Coordinate and prepare weekly office communications, agendas, correspondence, reports, presentations, briefing packs and material,
- Handle sensitive information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values,
- Undertake finance and procurement tasks such as accounts processing, credit card acquittals, payments of contracts and review of financial reports for the Office, including forecasting upcoming expenditure, reviewing if discrepancies are present and rectifying errors,
- Manage records and use systems including Microsoft Office, PDMS+, Expense8, TRIM and other tools and share information and knowledge across the Executive Assistant network,
- Maintain information resources such as procedures, processes, documents and planning tools for the Office and the Division.

Role requirements/qualifications:

Ideally, applicants will have a minimum of three years' experience providing executive and administrative support to senior executive officers, or to those in equivalent roles.

Eligibility

To be eligible to work with the National Emergency Management Agency you must:
Be an Australian Citizen

- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Elizabeth Morgan, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129834/

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Home Affairs

Vacancy VN-0731011

National Emergency Management Agency

Closing Date: Wednesday 18 October 2023

Policy & Programs
Resilience Policy and Design National Programs

Job Title	NEMA Program Officer
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT
Salary	\$87,793 - \$98,660
Classification	APS Level 5
Position Number	129778
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129778/>

National Emergency Management Agency:

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Overview of the Branch and Section:

The Resilience and Community Programs Branch within the National Emergency Management Agency (NEMA) delivers programs and long term strategies to support communities build resilience against, and recover from, natural disasters. We manage the effective design, implementation and delivery of programs at the national, regional and community level across social, economic and environmental domains. The Branch also plays a key role in designing and developing new and emerging programs that contribute to enhancing resilience, risk reduction and preparedness.

About the role:

As an APS 6 in the Resilience and Community Programs Branch you will apply your program and/or project management skills to contribute to the delivery of community, regional and state led projects working with internal and external stakeholders. You will be working in an interesting and supportive but fast-paced and dynamic environment.

You will be able to demonstrate a broad range of skills in program management or project management, draft guidelines and schedules, oversee project plans, monitor progress to inform reporting and manage risk. You will contribute to grants assessment panels and will be able to work individually and within a team to deliver NEMA's strategic goals.

Our ideal candidate:

The Resilience and Community Programs Branch is looking for people that enjoy working in a high-tempo emergency management environment and who can respond to the now; and look at how it can be done better in the future.

You will be required to perform a range of program management activities from design, implementation, monitoring and evaluation with limited direction, and engage with a broad range of Commonwealth, state and private sector stakeholders. You will be supported by great managers and executives, while working in a team to deliver quality work within tight deadlines and with competing priorities.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people 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.

Duties

Specific duties/responsibilities:

- Contribute to the design and implementation of programs to enhance resilience, risk reduction and preparedness across Australia (for example, the Disaster Ready Fund)
- Provide high quality program management and operational policy advice
- Contribute to grants management processes – including drafting funding agreements and variations to schedules, monitoring program delivery and considering risk

- Lead and develop communications and high quality briefings to support our Agency executives and Minister, including Ministerial submissions, Question Time and Senate Estimate briefs and responses to media enquiries
- Build and sustain positive relationships with a wide range of stakeholders, both government and non-government.

Role requirements/qualifications:

- A background in one or more of the following: public policy analysis or development; program management or coordination; program monitoring and evaluation or research
- Demonstrated ability to operate effectively and flexibly in a high tempo and high profile environment, while displaying a high degree of resilience
- Demonstrated experience in grants management processes including implementation, monitoring, reporting and risk management, or the ability to quickly acquire
- Sound analytical and strategic thinking skills to drive evidence based policy and program solutions in a dynamic and fast-paced environment
- An ability to work independently, identify priorities, goals and objectives, and manage risks to deliver consistently high-quality outputs to meet targets and critical deadlines
- Solid oral and written communication skills including the ability to confidently deliver presentations, actively contribute to meetings and/or support briefings to senior executives at short notice
- Demonstrated stakeholder engagement skills
- Experience in resilience or disaster management (desirable)
- Must hold, or have ability to gain, a Baseline security clearance.

Eligibility

To be eligible to work with the National Emergency Management Agency you must:
Be an Australian Citizen

- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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Notes

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18 months from the date the vacancy was advertised in the Gazette.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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To Apply

Position Contact	Vicky Marando, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129778/

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Industry, Science, Energy and Resources

Vacancy VN-0730994

Australian Institute Of Marine Science

Closing Date: Sunday 22 October 2023

Job Title	Research Manager
Job Type	Full-Time, Ongoing
Location	Townsville QLD, Perth WA, Darwin NT
Salary	\$149,883 - \$167,524
Classification	Senior Executive Service Band 1
Position Number	21435
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<https://www.aims.gov.au/about/careers-aims/research-manager>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

This is a key role reporting to the Director Data Science and Research Services, which collaborates closely with the AIMS Leadership Team to inform decision-making and planning for research programs. Its primary function is to provide substantial leadership around how AIMS administers its research and strategic thinking in the planning, management and reporting on AIMS' diverse research portfolio, research quality, delivery and performance. With oversight of AIMS's research-related policy as well as the Research Office, this role is instrumental in the management of research partnerships and research related institutional obligations including permits, contractual obligations, publications, students, policies, procedures and guidelines.

Drawing on your experience, you will guide your team to ensure compliance with regulation and standards and the mitigation of risks associated with research activities such as permits, animal and human ethics, intellectual property and assets, and provide direction to ensure the delivery of research support services. An important requirement of your position will be to facilitate the establishment and enhancement of research partnerships with stakeholders, research institutes and funding agencies and identify funding opportunities to support the continued growth and expansion of our research portfolios.

You will lead and support new and ongoing initiatives that champion innovation across AIMS and with our stakeholders, as well as facilitate large-scale, cross-organisational initiatives and ensuring their successful adoption. You will be passionate about keeping up to date on the latest trends and dynamics in marine science and use these insights to inform AIMS research plans and direction. And you will coordinate the process for developing rolling Research Program and Team plans to support the achievement of long-term strategic outcomes.

Eligibility

With a key role in monitoring and enabling the performance of AIMS' research portfolio, you will be an experienced leader, with extensive experience managing diverse research portfolios, supported by your relevant university degree. Your experience demonstrates your deep understanding of how to ensure smooth operations, mitigate risks and ensure governance in similar complex operating environments. The successful applicant is expected to have:

- Experience in strategic research planning, well known for your expertise in management and science delivery.
- The capability to effortlessly negotiate and influence research contracts and their management.
- A proven track record of high-level leadership, known as an approachable and effective leader who fosters an environment of cooperation and innovation.
- Excellent stakeholder engagement and relationship management skills, able to work with multiple stakeholders and varying interests.
- A growth mindset, together with an analytical and problem-solving ability, engaging a range of approaches to generate solutions and seeking input to apply innovative solutions.
- Knowledge of the Australian marine science community and relevant government policies and trends would be highly desirable.

Notes

Apply now and join a world leading organisation with attractive working conditions. In line with our [Enterprise Agreement](#), the successful candidate will be rewarded with:

- AIMS AOF Level 7 salary (\$149,883 to \$167,524 per annum) plus 15.4% superannuation
- Full-time, Permanent opportunity
- Located in Townsville (Qld), Perth (WA) or Darwin (NT).
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Commuter car arrangements to site (in Townsville only)
- Relocation assistance available

Please note:

1. *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant [Department of Home Affairs](#) current policies.*
2. *AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.*

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries can be directed to Kameron Christopher, Director Data Science and Research Services at k.christopher@aims.gov.au. *Applications must be made through our website per above.*

Closing date: SUNDAY, 22/10/2023 (midnight, AEST).

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work.

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Kameron Christopher, 0747534444
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/research-manager

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Job Title	Project Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	\$90,321 - \$102,784
Classification	APS Level 6
Position Number	21791
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<https://www.aims.gov.au/about/careers-aims/project-coordinator>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

As a Project Coordinator, you have a crucial role in supporting Project Managers, the leadership team and project members with the administration, planning, programming, and monitoring of research projects at AIMS. Drawing on your well-developed communication skills and experience managing relationships you will assist the leadership team to facilitate collaboration and communication amongst science partners, the broader community and stakeholders, and at times act as the primary point of contact for project operations. Working closely with the Project Manager, your key focus areas include:

- Coordinating project activities, developing timely project execution plans to track project task completion, milestones, resource budgets and expenditure.
- Producing regular and ad-hoc internal and external status reports on projects.

- Scheduling and coordinating meetings and workshops with clients and stakeholders, supporting with resourcing, logistics and procurement projects as required by our clients, and collating and distributing project information for meetings.
- Organising logistics for travel, research and field activities, including flights, accommodation, permits and training documentation.
- Supporting the engagement of new project service providers and subcontractors, assisting with collection of information, quotes and specifications.

Eligibility

To excel in this role, you will be an experienced professional, well versed in coordinating or managing research projects and collaborative programs with diverse partners and proficient in project financial management, including developing budgets and tracking expenditure. Supported by your tertiary qualification in project management, marine science, environmental management or relevant discipline, you will have extensive experience in similar project-based operational and administrative roles within large, complex environments, ideally in the marine research sector.

You will have high attention to detail with the ability to manage various project elements simultaneously and exceptional organisational capabilities, as proven in your experience coordinating meetings, workshops, travel arrangements and logistics in previous roles. You will have well developed skills using scheduling and planning tools, and confident using MS Office 365 applications and MS Project Online to support your daily activities. And your professionalism and interpersonal skills with stakeholders will be exceptional, ensuring you liaise confidentially with stakeholders. Experience managing subcontracts and service providers would be highly desirable.

Notes

NB: *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the [Department of Home Affairs](#) current policies.*

Apply now and join a world leading organisation with attractive working conditions which are detailed in our [Enterprise Agreement](#). The successful candidate for this exciting opportunity will be rewarded with:

- AIMS AOF Level 4 salary (\$90,321 to \$102,784 per annum) plus 15.4% superannuation
- Full-time, 2-year Temporary (Labour Hire Arrangement) opportunity
- Located in Perth (WA)
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries can be directed to Mathew Hamilton, Operations Coordinator at M.Hamilton@aims.gov.au. *Applications must be made through our website per above.*

Closing date: MONDAY, 23 OCTOBER 2023 (midnight, AEST).

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To Apply

Position Contact	Mathew Hamilton, 0747534444
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/project-coordinator

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Industry, Science, Energy and Resources

Vacancy VN-0730975

Australian Nuclear Science and Technology Organisation

Closing Date: Wednesday 11 October 2023

Information Technology
Development and Analytics

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	-
Classification	
Position Number	PD-2350
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

- Ongoing | Full Time | Salary commensurate with experience | +15.4% super | salary sacrificing available
- Sutherland Shire | Inclusive and Diverse Organisation | Health and Wellbeing Programs
- Manage a diverse data infrastructure to support ANSTO's business intelligence initiatives
- Be immersed in interesting data with a supportive & hard working team
- Child care Centre available onsite for employees

About the Opportunity

The Data Engineer sits within Development & Analytics at ANSTO, which involves delivering application development & data analytics to diverse groups within ANSTO.

As part of this supportive team, the Data Engineer will perform data orchestration in ANSTO's Azure cloud systems and design innovative solutions to data problems.

This position reports to the Analytics Team Leader and will be able to take part in providing data-oriented solutions for reporting and analysis needs across ANSTO.

This opportunity will also involve root cause analysis of issues in data integration & storage, which will require an analytical mindset in solving these critical issues.

The Data Engineer will be provided support from a hard-working & collaborative team in ANSTO's Information Technology group.

About You

"We are looking for a data engineer with the expertise to guide and evolve our analytics landscape and an interest in providing high quality data solutions across the diverse domains encountered at ANSTO." - **Angela Piper, Analytics Team Leader**

About Us

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.

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

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

Duties

Your Duties and Responsibilities

- Develop new integrations from diverse systems to the ANSTO data platform.
- Design and build data solutions that are accessible and fit for purpose. Adapt existing solutions as business needs change.
- Manage existing solutions, including upgrade, archival and decommissioning of data.
- Conduct testing and root cause analysis and resolve issues around integration and storage.
- Undertake a range of activities in the development life cycle using a range of tools, techniques, and programming languages to ensure business requirements are met.
- Maintain awareness of industry best practice, new and emerging technologies, and platforms to enhance ANSTO's standards, products, and accessibility.

Please [click here](#) to view the Position Description.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Angela Piper on (02) 9717 7837. For all other queries please contact Talent Acquisition on (02) 9717 9361.

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

Application closing date: 11:59PM Monday, 11th October 2023

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (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 find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Angela Piper, (02) 9717-7837
Agency Recruitment Site	https://careers.ansto.gov.au/

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Australian Nuclear Science and Technology
Organisation

Closing Date:Tuesday 17 October 2023

High Reliability
Operational Sustainability

Job Title	Specialist Incident Investigations & Monitoring
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$107,184 - \$120,259
Classification	
Position Number	PD-2337
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing | Full Time | \$107k - \$120k +15.4% super | Salary Sacrificing available
- Sutherland Shire location | Health & Wellbeing Programs | Free onsite carpark
- Great opportunity to work in a newly created safety investigation role
- On-site child care facility

About the Opportunity

The Specialist Incident Investigations & Monitoring role provides an excellent opportunity for someone with experience in Work Health and Safety (or similar) and in particular workplace safety incident/accident investigations. They will be part of a newly established team and work collaboratively across the organisation with relevant stakeholders, to ensure ANSTO incidents are investigated to identify causes and actions to prevent re occurrences.

About You

"The ideal candidate will have a safety, or similar background, with extensive workplace safety investigation experience. They will have a proven ability to work collaboratively with a diverse range of stakeholders to achieve agreed goals and identify improvements for safety."

Maria Prior, Operational Sustainability Manager.

About Us

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.

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

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

Duties

Your Duties and Responsibilities

- Manage & conduct the triage of workplace incidents, focusing on safety incidents
- Using safety based investigative tools to conduct holistic incident investigations for safety incidents supporting the delivery of a just culture and the identification of causes including the root cause.

- Coordinate subject matter experts across the organisation to assist in the investigations, managing the investigations holistically. Provide expert advice & support for incident investigations.
- Verify the appropriateness of findings and actions identified from incident investigations.
- Maintain oversight of the closure of incident investigations and monitor the effectiveness of the completed actions and findings from incidents. Assist in the management of the Incident Management tool.
- Using your safety knowledge you will also be required to develop relationships as a basis for influencing, mentoring and providing integrated technical and strategic advice on WHS goals and objectives. Provide insight and report on incident trends to the WHS teams for information and knowledge to improve operational activities.

Please [click here](#) to view the Position Description or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Maria Prior on 0438 231 635. . For all other queries please contact Talent Acquisition on +61 (02) 9717 9361

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

Application closing date: 11:59pm Tuesday 17th October 2023

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (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 find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Maria Prior, 0438 231 635
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0730883

Department of Industry, Science and Resources (DISR)

Closing Date: Tuesday 17 October 2023

Questacon
Science & Learning Education Programs Management

Job Title	Questacon Project Facilitator, APS Level 6
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	514040
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=AB2CA588-B5D3-705A-31D0-D207268D693A>

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.

About the team

Questacon's Educator Programs Team works with teachers and other educational stakeholders to deliver meaningful, impactful professional learning. In addition to the development and delivery of professional learning, the team works to develop and sustain communities of practice across the country to support educators in delivering the STEM curriculum. The Educator Programs Team is a creative, innovative and dynamic team with extensive reach, responsibility and opportunities across many areas of Questacon's business.

The opportunity

The Educator Programs team is responsible for two key programs enabled through a partnership with the Australian Defence Force: Engineering is Elementary and Questacon STEM Futures.

This role will focus on supporting the delivery of Questacon's Educator Programs as part of our partnership with Defence. You will coordinate the project activities and work collaboratively across the section to monitor project delivery and ensure success.

Our ideal candidate

Our ideal candidate will have:

- Proven high level project management skills, capabilities and experience.
- Demonstrated ability to manage projects with knowledge and understanding of essential inputs required for program delivery, monitoring budgets and procuring services.
- Proven capacity and flexibility to work individually and as a member of a team, under pressure and within tight timeframes.
- Demonstrated high level of oral and written communication, liaison and negotiation skills, particularly working with external stakeholders.
- Demonstrated self-awareness, professionalism and a proven commitment to maintaining a safe and healthy workplace.

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

In this role, you will:

- Manage operational and capital projects to deliver high quality outcomes in alignment with Questacon's strategic priorities. This will include coordination of internal teams and procurement of external resources and services as required.
- Communicate with internal and external stakeholders to build positive and beneficial relationships.
- Coordinate technical and project management documentation in alignment with Questacon governance and business requirements.
- Develop project plans and resource schedules.
- Develop and track budgets, monitor and deliver on procurement processes, and comply with legislative policy and regulatory frameworks
- Contribute to team culture, processes and development.
- Provide support and coordination for the Educator Programs Team to strategically manage core business outcomes.

Eligibility

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

Prior to commencing, successful applicants will be required to:

- Undergo a 'Working with Children' Police Check; and
- Obtain or hold a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011.

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

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

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

To apply for the vacancy, please use this URL as we are transitioning to a new HR system -

<https://industrycareers.nga.net.au/?jati=AB2CA588-B5D3-705A-31D0-D207268D693A>

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Broderick Matthews, 02 6112 9718
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=AB2CA588-B5D3-705A-31D0-D207268D693A

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Industry, Science, Energy and Resources

Vacancy VN-0730935

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 15 November 2023

National Measurement Institute
Physical Metrology NanoMetrology

Job Title	Laboratory Technician
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW
Salary	\$80,250 - \$84,668
Classification	APS Level 5
Position Number	514037
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=56DB0C19-DE5E-D771-A535-D207623AA694>

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.

About the National Measurement Institute

We are the Australian Government's national authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services, and administer the regulatory framework for measurement. Our national measurement standards are recognised internationally, and we work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre on being adaptable, innovative, accountable, strategic, inclusive and influential.

About the branch

NMI's Physical Metrology Branch provides Australia's peak measurement standards for physical quantities. This enables measurements made in Australia to be accepted internationally, which is particularly important for trade. Our people share their expertise by providing measurement services from calibration and testing to technical advice and training. We contribute actively to international measurement forums and enhance our capabilities through research and development in line with national and international requirements.

About the Nanometrology team

NMI's Nanometrology team develops and maintains Australia's most accurate standards for nanoscale measurements. We have developed a metrological scanning probe microscope to link our nanoscale measurements to the national standard of length through advanced interferometry. Using a commercial atomic force microscope, we deliver client and research services, and participate in international comparison measurements of materials such as graphene. Our advanced particle characterisation facility is equipped with a wide range of state-of-the-art particle characterisation instruments, measuring particle sizes from sub-nanometres up to millimetres. The facility supports services for a range of clients from mining to pharmaceutical companies, as well as supporting the development of nanoscale reference materials.

The opportunity

We are seeking a laboratory-based technical officer to assist in the day-to-day operations of the particle characterisation facility based in Lindfield. This role gives an opportunity to use both well established and novel nanomaterial characterisation techniques, experience with the preparation of stable suspensions of particles, and to learn how to generate, interpret and present complex results. This role ensures the safe and efficient operation of the laboratory and enables effective delivery of measurement services to a range of stakeholders in industry and research across a range of different sectors, ultimately improving outcomes for the Australian community.

What's in it for you?

NMI values continuous learning and is committed to supporting staff to reach their full potential. You will have the opportunity to:

- Gain experience in a wide range of particle characterisation techniques
- Build and maintain competencies in delivering measurement services
- Participate in professional development activities to enhance your technical and research skills
- Receive mentoring from world-leading experts in measurement science
- Develop your potential through our values and behaviours scheme, selecting practical learning opportunities within the wider Australian Public Service development programme that meet your needs, career stage and role.

Our ideal candidate

The position is particularly suited to an experimentalist looking for an opportunity to develop professionally while solving practical measurement challenges. As our ideal candidate, you will:

- Be self-motivated and able to work independently within a small team
- Establish and maintain respectful and productive working relationships
- Have practical experience in a laboratory environment
- Find satisfaction in applying your technical skills in support of Australian industry and researchers
- Be enthusiastic about paying close attention to critical details to produce high-quality results
- Have well-developed communication skills
- Be organised, able to prioritise, and skilled in time management
- Have a strong commitment to work health and safety principles and practices
- Demonstrate a work approach and behaviours aligned to NMI's values of being inclusive, innovative, accountable, adaptable, influential and strategic.

In addition, experience in the following area will be highly considered:

- Characterisation of colloidal systems

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

Duties

As the successful candidate, you will be joining a small team of scientists at the NMI where your role includes managing the day-to-day operation of the particle characterisation facility and to contribute to commissioning, validation and maintenance of instrumentation and laboratory facilities. Specifically, your responsibilities will include:

- Preparation and stabilisation of samples for research or client work
- Develop or apply skills in physio-chemical characterisation of nanomaterials, reference materials and micro- and nano-plastics
- Maintenance, testing and verification of measurement instruments
- Ensuring the particle characterisation laboratory operates efficiently and safely.
- Be part of a team supporting visiting scientists, interns and students that perform research in applications of nanotechnology into a wide range of areas such as health, food, and the environment.

NMI values continuous learning and is committed to supporting staff to reach their full potential. You will have the opportunity to:

- Participate in professional development activities to further your technical and research skills, including through mentoring opportunities from world-leading experts in measurement science
- Engage with academia and the international measurement community through conferences, training courses and research collaborations
- Develop your potential and practical transferable skills through our values and behaviours programs and the learning and development opportunities available in the wider Australian Public Service.

Eligibility

A bachelor's degree or equivalent experience in chemical engineering, chemistry, materials science physics or related discipline.

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

To apply for the vacancy, please use this URL as we are transitioning to a new HR system – <https://industrycareers.nga.net.au/?jati=56DB0C19-DE5E-D771-A535-D207623AA694>

The position is based in Lindfield, a suburb of Sydney, NSW. The position offers some limited possibility for flexible work, however the position is primarily a laboratory-based role, so regular attendance at site will be required.

Other additional benefits of the position include:

- 15.4 % employer superannuation contribution
- four weeks annual leave per year
- three days additional paid leave between Christmas and New Year
- 18 days paid personal leave per year
- maternity and paternity leave
- access to paid staff counselling services
- \$200 healthy lifestyle subsidy per year
- access to paid professional training courses
- salary packaging opportunities
- free staff car parking at the Lindfield site

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.

For further information about this job, please click on **Apply Now** to visit the department's Current

Vacancies page.

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

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	Åsa Jämting, 02 8467 3512
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=56DB0C19-DE5E-D771-A535-D207623AA694

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Industry, Science, Energy and Resources

Vacancy VN-0730989

Geoscience Australia

Closing Date: Wednesday 18 October 2023

Place and Communities Division
National Location Information Coordination and Delivery

Job Title	Governance Support Officer
Job Type	Part-Time, Ongoing
Location	Symonston ACT
Salary	\$70,093 - \$77,117
Classification	APS Level 4
Position Number	17621
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

Geoscience Australia is the Australian Government's primary authority on location information. The National Location Information (NLI) branch's national spatial data products enable informed decision-making, contributing to positive outcomes for Australia's people, economy and environment. Our team is leading the delivery of the Australian Government's Digital Atlas of Australia and plays a leading role in shaping the future of the geospatial landscape for our nation. As part of our role in geospatial leadership for the Australian Government, our team engages with a range of stakeholders across all levels of government, industry and academia, including providing a centralised executive office function for several committees, councils and forums.

Duties

As a Governance Support Officer in the National Location Information Branch, you will directly contribute to successfully delivering high-value government programs and initiatives. You will support executive office functions, including secretariat duties, help manage internal and external communications channels and develop content.

In this role you will:

- Provide secretariat support including end-to-end including logistics, scheduling, coordination and preparation of agendas, quality assuring agenda papers, drafting minutes, tracking action items, forward plans etc.
- Facilitate effective communication between key stakeholders, including managing email correspondence, drafting and editing documents, and preparing reports and presentations.

- Manage a range of internal and external communication and engagement channels, including websites and social media
- Support market research activities and industry trends analysis
- Support relationships with key stakeholders across government, industry and academia.
- To be successful in the role you will:
 - Be proactive, seeking out and accepting responsibility.
 - Undertake work with a strong attention to detail.
 - Communicate and engage effectively with a variety of internal and external stakeholders.
 - Handle confidential and sensitive information with discretion and maintain strict confidentiality.
 - Organize and maintain records, files, and databases, ensuring easy access to information when required.
 - Be resilient, organised and be able to manage competing time-sensitive work and requests.
 - 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

- Previous experience in government of similar administrative setting is desirable.
- Effective written communication skills, including the ability to draft various forms of documents and correspondence, and concisely summarise information
- Experience using workflow and action tracking and collaboration tools including Microsoft 365 applications.

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 Holly Badior on (02) 6249 5821 or email holly.badior@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**

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	Holly Badior, 02 6249 5821
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0730981

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 15 October 2023

Finance, Procurement and Risk Finance and Business

Job Title	Management Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$102,838 - \$116,250
Classification	Executive Level 1
Position Number	NP
Agency Website	

Job Description

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

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The Finance team is responsible for the financial management of the Museum of Australian Democracy including: internal financial controls, financial delegations, Accountable Authority Instructions (AAI's), administrative procedures, accounts payable and receivable, asset management, external and internal budgeting, procurement and risk.

Duties

Under the broad supervision of the CFO, the position will:

- Undertake strategic analysis and providing quality expert financial advice and input to business decisions and projects, including capital works.
- Contribute to establishing and maintaining internal controls that will withstand the scrutiny of internal and external audits and ensure satisfactory resolution of internal and external audit findings.
- Contribute to completion of the monthly & Quarterly financial information and the preparation of reports for key stakeholders including executive, audit committee and the Board.
- Provision of advice on accounting standards and matters of compliance as a Corporate Commonwealth Entity.
- Excellent understanding of the funding process, and preparation of external budgets, including experience in liaising with Department of Finance and the ANAO.
- Experience in portfolio budget submission (including CBMS), portfolio budget statements and estimate updates.
- Leading the preparation and dissemination of internal budgets and forecasting.
- Under limited direction, prepare written proposals/papers for the agency's Executive, Audit Committee, senate estimates and other external parties.
- Proactively engaging with, supporting and advising senior management, cost managers, office managers and operational staff, to constructively influence business and operational decisions and processes.

- Actively contributing towards Museum projects and engaging and developing collaborative relationships, sharing information, knowledge and insight to deliver successful outcomes.
- Driving ongoing improvement in business practices in financial and administrative policies, practices and procedures.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver financial management outcomes.
- Assist CFO to implement system change and other business improvement activities.
- Act as the CFO during times of leave.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.
- **Qualifications** – Completed or working towards Certified Practising Accountant (CPA) or Chartered Accountant (CA) membership.

Notes

A Merit Pool will be established from this selection process and will be used to fill vacancies 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 Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Lee Pluis, (02) 6270 8171
Agency Recruitment Site	https://www.moadoph.gov.au/about/employment/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0730996

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 15 October 2023

Museum Experience, Learning and Operations

Job Title	Manager, Museum Experience
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$102,838 - \$116,250
Classification	Executive Level 1
Position Number	21935
Agency Website	

Job Description

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

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The Manager Museum Experience is responsible for the management of the overall visitor experience at the museum. Working closely with other teams in the museum, this role is responsible for the development and delivery of visitor experiences and services at the museum including front of house operations, reception, retail, public events and tours.

The Museum is open every day of the year except Christmas day and the Museum Experience team is a mixture of full-time, part-time, casual and volunteers.

Duties

Under the supervision of the EL2, Museum Experience, Learning and Operations, the candidate will:

- Manage a large team which develops and delivers meaningful and memorable experiences and services for visitors which connect with the mission of the Museum and the heritage of Old Parliament House.
- Provide exceptional client service to parliamentary, government, diplomatic, academic, industry and community stakeholders, ensuring what the Museum offers aligns with their needs.
- Produce or update policies and guidelines in line with government directions (ie COVID Safety Plan) and ensure implementation through the Museum for the benefit of the public and the Museum Experience team.
- Manage the volunteer group in accordance with the Volunteer Program Policy and Procedures.
- Manage and monitor resources and systems to achieve agreed outcomes.

Eligibility

Our ideal candidate will have:

- Strong people and project management skills and experience coordinating a multidisciplinary team, to deliver multiple and concurrent programs on time and within budget.
- Highly developed verbal and written communication skills and confidence in preparing and delivering presentations, pitches and proposals to potential partners and key stakeholders online and face to face.
- Demonstrated leadership and management skills, with the ability to manage a team and budget, along with developing, coaching and mentoring staff and building team commitment to shared goals.
- Strong project planning and tracking skills, with the ability to multitask and work across several projects concurrently.

Notes

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About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Holly Anderson, (02) 6270 8159
Agency Recruitment Site	https://www.moadoph.gov.au/about/employment/

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Prime Minister and Cabinet

Vacancy VN-0730858

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 18 October 2023

Corporate and Technology
Information Services Whole of Government Systems

Job Title	Customer Service Officer, Information Services Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$91,072 - \$102,344
Classification	APS Level 6
Position Number	PMC/2023/215
Agency Website	

Job Description

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

The Opportunity

The Whole of Government Systems Section is seeking a capable APS Level 6 for a Customer Service Officer role. As part of this opportunity the successful candidate will be working alongside a well-established, high calibre, friendly and supportive team. The main objective of the role will be providing support to internal and external clients across multiple Government Departments and Agencies.

This opportunity would suit a self-starter with excellent communication skills who wants to work within a small dynamic team which works hard but has fun at the same time.

Key roles and responsibilities include:

- Managing and taking ownership of incoming enquiries regarding the various products by phone, email, or in person. This could involve troubleshooting stakeholder issues, escalating appropriately where required, and providing education to internal and external stakeholders regarding system functionality and improvements.
- Documenting and maintaining support procedures, technical articles and knowledge base articles.
- Stakeholder engagement including being able to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit outcomes.
- The ability to develop and support complex relationships with internal and external stakeholders, and support them through change, ensuring positive customer outcomes.

There may also be some exposure to Business Analyst duties as a part of this role, including:

- Being a part of engagement activities to gather feedback and ideas for future system enhancements.
- Helping uncover our stakeholders' requirements and being able to translate this for our developers and testers.
- Presenting these upgrades to large groups both in person and online.

Prior Business Analyst experience is not necessary.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising. **Duties**

Our ideal candidate

To be successful in the role, you will possess:

- Highly developed customer service skills, based off experience within customer focused environments.
- Strong analytical skills and uses a structured, methodical approach.
- Experience coordinating responses to complex issues.
- High attention to detail, with the ability to take responsibility for accurate completion of work.
- Strong organisation skills with the ability to plan, adapt, respond and manage the workload in a fast-paced environment.
- Respect and awareness for diversity.
- Resilience, organisation and the ability to manage competing, time-sensitive work and requests.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

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

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Luke Cullender, (02) 6271 5188
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0730875

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 18 October 2023

International and Security Group
Various Various

Job Title	Advisers, International and Security Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	PMC/2023/212
Agency Website	

Job Description

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

The Opportunity

The International and Group provides whole of government advice on ways to enhance the security and prosperity of all Australians. We coordinate and lead whole of government efforts to progress Australia's national interests across the Government's national security and international policy priorities.

The Group advises the Prime Minister on Australia's international agenda, foreign policy, aid, defence and intelligence, and specialised international and security economic interests in close collaboration with colleagues across PM&C and other agencies. The Group supports the Prime Minister's engagement with foreign leaders and international institutions and supports Cabinet's consideration of international and security matters.

Adviser roles are available across the Group's divisions:

- National Security Division
- G20 and Trade Policy Division
- International Division

- Quad, AUKUS and Naval Shipbuilding Division

As an Adviser in the Group, you will be part of a team that is responsible for the development and implementation of policy and advice to the Prime Minister and senior officials within the Department. You will have the opportunity to be part of a highly skilled and experienced team that values initiative, respect and collaboration. The work is interesting and challenging, often fast-paced and complex, and requires a high degree of autonomy and professional skill. As a PM&C Officer, you will exercise initiative and judgment on complex policy problems, while operating at the heart of the decision making process across government.

The roles are fast paced, challenging and varied. You will gain unparalleled insight into the development of strategic, security and foreign policy and unique exposure to the wider PM&C, APS and national security communities.

You will work on a variety of issues and be part of a team that delivers on:

- providing accurate, concise and timely advice to the Prime Minister on national security, international, defence, intelligence, economic and domestic security policies, taking account of the cross-cutting implications of decisions on both the Government's international and domestic agenda;
- convening internal and external stakeholders to ensure a whole of government approach to development and implementation of major policies and programs;
- preparing high quality briefings to support the Government's consideration of related policy, legislation, budgetary and topical issues;
- work closely with other central agencies to build support, shape and prioritise significant policy proposals, including new spending proposals, to implement the Government's agenda;
- support the Prime Minister's international bilateral and multilateral engagement, including with other international leaders;
- preparing high quality briefings to support Cabinet, ministerial and senior official deliberations;
- demonstrate public service professionalism and probity and adheres to the APS Values and Code of Conduct.

At PM&C, we recognise the broad benefits of offering flexibility in how, when and where work is performed. We promote, support and enable flexible work practices, and our commitment is to consider flexibility first, from a starting position of 'how can we make this work'.

In the Group, we recognise that people's needs and responsibilities are varied. We support work arrangements that promote the wellbeing and work-life balance of our staff. While operational requirements mean that not all of our work can be done from home, you'll be equipped to work flexibly where you can. Examples of current work arrangements in place include part time, remote work and working from home, flexible start and finish times and compressed hours (compressing ordinary working hours into fewer working days).

A merit pool may be established and used to fill the same of similar vacancies for 18 months from the date of advertising. **Duties**

Our Ideal Candidate

We are seeking highly motivated, self-starting candidates with a record of professional achievement, including a demonstrated ability to achieve outcomes on complex matters while working with significant independence.

Successful applicants will be able to demonstrate substantial experience in:

- contributing to high-performing teams and exercising judgement under limited direction to deliver quality advice in a dynamic environment;
- contributing to team achievements and building team capacity through coaching and mentoring of staff, providing performance feedback and encouraging career development;
- achieving outcomes on complex matters with multiple stakeholders, while exercising autonomy and responding to uncertainty;
- developing and maintaining collaborative working relationships, valuing and drawing from diversity and building capability;
- displaying resilience, self-awareness and high professional standards; and
- delivering products drawing on your strong analytical and communication skills.

Successful candidates will demonstrate critical thinking and be able to identify, monitor and engage with risk. They will be ready to contribute to PM&C's strong culture of positive and collegiate teamwork. Flexibility and resilience will enable you to thrive in this fast-paced, challenging and rewarding work environment. **Eligibility**

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level. Some roles in the group may require a higher security clearance.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months)

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

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

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To Apply

Position Contact	Debbie Arnold, (02) 6271 5146
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0730876

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 18 October 2023

International and Security Group
Various Various

Job Title	Advisers, International and Security Group - Affirmative Measure Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	PMC/2023/213/AMI
Agency Website	

Job Description

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

The Opportunity

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- convening internal and external stakeholders to ensure a whole of government approach to development and implementation of major policies and programs;
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- work closely with other central agencies to build support, shape and prioritise significant policy proposals, including new spending proposals, to implement the Government's agenda;
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- preparing high quality briefings to support Cabinet, ministerial and senior official deliberations;
- demonstrate public service professionalism and probity and adheres to the APS Values and Code of Conduct.

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Our Ideal Candidate

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- contributing to high-performing teams and exercising judgement under limited direction to deliver quality advice in a dynamic environment;
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- achieving outcomes on complex matters with multiple stakeholders, while exercising autonomy and responding to uncertainty;
- developing and maintaining collaborative working relationships, valuing and drawing from diversity and building capability;
- displaying resilience, self-awareness and high professional standards; and
- delivering products drawing on your strong analytical and communication skills.

Successful candidates will demonstrate critical thinking and be able to identify, monitor and engage with risk. They will be ready to contribute to PM&C's strong culture of positive and collegiate teamwork. Flexibility and resilience will enable you to thrive in this fast-paced, challenging and rewarding work environment. **Eligibility**

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.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level. Some roles in the group may require a higher security clearance.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months)

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

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To Apply

Position Contact	Debbie Arnold, (02) 6271 5146
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0730877

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 18 October 2023

International and Security Group
Various Various

Job Title	Advisers, International and Security Group - Affirmative Measure Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	PMC/2023/214/AMD
Agency Website	

Job Description

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

The Opportunity

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The Group advises the Prime Minister on Australia's international agenda, foreign policy, aid, defence and intelligence, and specialised international and security economic interests in close collaboration with colleagues across PM&C and other agencies. The Group supports the Prime Minister's engagement with foreign leaders and international institutions and supports Cabinet's

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- International Division
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The roles are fast paced, challenging and varied. You will gain unparalleled insight into the development of strategic, security and foreign policy and unique exposure to the wider PM&C, APS and national security communities.

You will work on a variety of issues and be part of a team that delivers on:

- providing accurate, concise and timely advice to the Prime Minister on national security, international, defence, intelligence, economic and domestic security policies, taking account of the cross-cutting implications of decisions on both the Government's international and domestic agenda;
- convening internal and external stakeholders to ensure a whole of government approach to development and implementation of major policies and programs;
- preparing high quality briefings to support the Government's consideration of related policy, legislation, budgetary and topical issues;
- work closely with other central agencies to build support, shape and prioritise significant policy proposals, including new spending proposals, to implement the Government's agenda;
- support the Prime Minister's international bilateral and multilateral engagement, including with other international leaders;
- preparing high quality briefings to support Cabinet, ministerial and senior official deliberations;
- demonstrate public service professionalism and probity and adheres to the APS Values and Code of Conduct.

At PM&C, we recognise the broad benefits of offering flexibility in how, when and where work is performed. We promote, support and enable flexible work practices, and our commitment is to consider flexibility first, from a starting position of 'how can we make this work'.

In the Group, we recognise that people's needs and responsibilities are varied. We support work arrangements that promote the wellbeing and work-life balance of our staff. While operational requirements mean that not all of our work can be done from home, you'll be equipped to work flexibly where you can. Examples of current work arrangements in place include part time, remote work and working from home, flexible start and finish times and compressed hours (compressing ordinary working hours into fewer working days).

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Our Ideal Candidate

We are seeking highly motivated, self-starting candidates with a record of professional achievement, including a demonstrated ability to achieve outcomes on complex matters while working with significant independence.

Successful applicants will be able to demonstrate substantial experience in:

- contributing to high-performing teams and exercising judgement under limited direction to deliver quality advice in a dynamic environment;
- contributing to team achievements and building team capacity through coaching and mentoring of staff, providing performance feedback and encouraging career development;
- achieving outcomes on complex matters with multiple stakeholders, while exercising autonomy and responding to uncertainty;
- developing and maintaining collaborative working relationships, valuing and drawing from diversity and building capability;
- displaying resilience, self-awareness and high professional standards; and
- delivering products drawing on your strong analytical and communication skills.

Successful candidates will demonstrate critical thinking and be able to identify, monitor and engage with risk. They will be ready to contribute to PM&C's strong culture of positive and collegiate teamwork. Flexibility and resilience will enable you to thrive in this fast-paced, challenging and rewarding work environment. **Eligibility**

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level. Some roles in the group may require a higher security clearance.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months)

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

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

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 Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet

and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Debbie Arnold, (02) 6271 5146
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0730936

Department of the Prime Minister and Cabinet

Closing Date: Sunday 29 October 2023

Ministerial Support Division
Communications Various

Job Title	Various Senior Communications Advisers, Communications Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	PMC/2023/216
Agency Website	

Job Description

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

The Opportunity

The Communications Branch provides media and communications support to the Prime Minister, portfolio ministers, the department, portfolio agencies and taskforces. Life in the branch is dynamic, fast-paced and varied.

We are looking for candidates with experience in strategic, corporate, and digital communications. We value experienced managers who can think strategically, work across a number of issues and projects, and deliver outcomes to deadlines.

Policy areas at PM&C span a broad range of subject matters, including social, economic and industry policy, international policy and national security and the Office for Women, in addition to governance and corporate functions.

If you like variety, complexity and being at the centre of new policy initiatives, PM&C is for you.

Our ideal candidates will have good judgement, a strong work ethic, and stakeholder and project management skills, as well as experience in strategic and/or internal communications; digital communications and community engagement through web content and social media.

A merit pool will also be established to fill future vacancies over the next 18 months.

Duties

Our Ideal Candidate

You will provide communications advice and support to a wide range of areas across the Department of the Prime Minister and Cabinet and its portfolio agencies.

We are therefore seeking candidates with a range of experience, including in any of the following areas:

- strategic communication
- digital content, content design and social media management
- corporate and internal/employee engagement communication

You will manage a small team and will oversee and develop considered and strategic communication strategies and content plans to support and achieve policy objectives. This includes the development of high quality, targeted content for various channels including website, social media, intranet, and staff newsletters, as well as other public facing communications products.

You will have:

- Experience developing, implementing and evaluating effective communication strategies and content plans in internal and/or external environments, including a sound understanding of contemporary communication practices.
- The ability to develop and maintain productive relationships with colleagues and stakeholders at all levels, including providing advice to Ministerial offices and senior executive.
- Strong project management skills, including the ability to deliver outcomes while managing competing priorities and multiple client areas.
- Exceptional writing skills, including the ability to write succinctly and in plain English, and the ability to translate complex policy into engaging and user-friendly content particularly for social media.
- The ability to be flexible, agile, and respond constructively to tight deadlines, change and uncertainty.
- Tertiary qualifications in communications, marketing, journalism, change management or a related field, or equivalent professional experience.
- A willingness to be part of an on-call duty roster.
- A minimum of six years relevant work experience.

Nice to have but not essential:

- Experience measuring the impact of communications activities, including through data analytics and other forms of monitoring and evaluation.
- People management experience.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 18 months)

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Helene Banks, (02) 6271 5171
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0730840

Torres Strait Regional Authority

Closing Date: Sunday 22 October 2023

Torres Strait Regional Authority
Administration Environmental Management

Job Title	APS6 SNRMO Ranger Supervisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Torres Strait Islands QLD
Salary	\$83,311 - \$95,698
Classification	APS Level 6
Position Number	T01791, T01872
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

<https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D>

As a Senior Natural Resource Management Officer (Senior Ranger Supervisor) you will supervise a large team of APS1-3 Rangers and APS5 Ranger Supervisors within your Island cluster.

You will be responsible for strategic and operational planning with the Project Manager (Planning and Policy) and Project Manager (Ranger Operations) with contributions from other Project Managers within LSMU.

Duties

Your Ranger teams will be responsible for caring for land, sea, and people, recording Traditional Ecological Knowledge (TEK), and working with scientists to collect and report information that will contribute to the state of environment.

You will be responsible for approving and purchasing assets and resources for your Ranger groups; therefore you will need to have an understanding of the *Public Governance, Performance and Accountability Act 2013*.

As a Senior Ranger Supervisor, you will work under limited supervision of EL1s in the Ranger Team but work closely with your other Senior Ranger Supervisors.

You will support Ranger Supervisors to manage performance and leave requests within their teams, and you will be responsible for ensuring safe work practices in your team, in accordance with the *Work Health and Safety Act 2011* and applicable TSRA policies and procedures.

You will be required to operate within a Reporting Policy framework including overseeing the design and delivery of Ranger Workplans with the Project Manager (Ranger Policy and Planning) and the Program Manager

(Ranger Operations), you will also need to ensure projects align with the key values of the Land and Sea Management Strategy for Torres Strait 2016-2036.

As part of the Senior Leadership team, you will be required to participate in meetings and communicate effectively at all levels within the organisation. You will develop positive relationships with external stakeholders and have the ability to communicate and negotiate sensitively with Indigenous individuals and communities.

You will work with Ranger Supervisors to understand the Ranger works within communities, plan, and schedule activities appropriately throughout the year with your Ranger team, meet deadlines and provide fit for purpose field reporting to researchers and scientific teams.

You will manage your teams and ensure they are meeting targets for the quality and timeliness of their reporting. As the Senior Supervisor you will be required to plan and schedule community visits with external stakeholders, and you will be responsible for ensuring project milestones are being met through regular progress reporting with support from the Ranger Operations Manager and Ranger Policy & Planning Manager.

With the support from Ranger Operations and Policy & Planning Manager you will work closely with other Project Managers of the LSMU ensuring whole of LSMU operations are effectively delivered through your work program this includes Land activities, Sea activities, Climate and Coastal and IPA/TEK projects.

You will support governance and community engagement activities by running meetings and community consultation, working with RNTBCs and other stakeholders. You will ensure that your teams are regularly preparing community notices in local languages and English to explain Ranger activities and projects, or to educate community members.

You will represent the TSRA and maintain a good reputation by treating all members of the community with respect, upholding the APS Values and Code of Conduct.

Eligibility

Before you apply: Affirmative Measures

This vacancy is only open to Torres Strait Islander and/or Aboriginal people.

The filling of this vacancy constitutes an affirmative measure under section 8(1) of the *Racial Discrimination Act 1975*. Before being appointed to a role, successful applicant must provide evidence confirming they are a Torres Strait Islander and/or Aboriginal person.

Acceptable evidence includes:

- a letter signed and executed by the Chairperson of an incorporated Torres Strait Islander or Aboriginal organisation confirming that the applicant is recognised as a Torres Strait Islander or Aboriginal person, or
- a confirmation of Torres Strait Islander or Aboriginal descent form executed by a Torres Strait Islander or Aboriginal organisation.

Notes

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 Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Damian Miley, 0428 781 140
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%

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Social Services

Vacancy VN-0730964

Department of Social Services

Closing Date: Wednesday 18 October 2023

Communities
Income Management Policy and Technology

Job Title	APS6 - Data Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$91,145 - \$102,448
Classification	APS Level 6
Position Number	EXT-2023-0955
Agency Website	https://www.dss.gov.au/

Job Description

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

The Income Management Data Section sits within the Income Management Policy and Data Branch. Using a range of data sources to monitor and evaluate the Income Management and enhanced Income Management programs, the Section also supports other Income Management business areas with their data requirements, informing policy and program development.

Additionally, the Section facilitates ongoing engagement with relevant States and Territories to develop data sharing arrangements for the delivery of enhanced Income Management to communities across Australia.

The APS6 Data Analyst contributes to complex reporting using research and data analysis skills to provide data insights and analytical evidence to allow effective reporting decision-making.

Successful candidates will help design and perform a variety of quality assurance tasks

Duties

- be part of a highly technical data team
- undertake analysis and research to support evidence-based policy development and decision making
- utilise well-developed judgement and problem solving skills
- demonstrate strong analytical and evaluation skills
- demonstrate high level communication.

Eligibility

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

Eligibility to obtain an Australian Government Security Clearance:

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

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

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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	Nathan Tran, 0422 546 517
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0730969

Department of Social Services

Closing Date: Wednesday 18 October 2023

Communities

Income Management Policy and Technology

Job Title	APS 6 - Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,145 - \$102,448
Classification	APS Level 6
Position Number	EXT-2023-1005
Agency Website	https://www.dss.gov.au/

Job Description

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

The Income Management Data Section sits within the Income Management Policy and Data Branch. Using a range of data sources to monitor and evaluate the Income Management and enhanced Income Management programs, the Section also supports other Income Management business areas with their data requirements, informing policy and program development.

Additionally, the Section facilitates ongoing engagement with relevant states and territories to develop data sharing arrangements for the delivery of enhanced Income Management to communities across Australia.

The successful candidate will assist in facilitating and fostering strong working relationships with various government agencies and community organisations across relevant states and territories to establish and maintain data sharing arrangements with the Department of Social Services.

Duties

- stakeholder engagement including facilitating meetings with a range of internal and external stakeholders to achieve required outcomes
- assist with relationship management of Services Australia, ensuring service delivery is meeting expectations and within policy guidelines
- undertake general program management tasks including input to various reporting requirements of the Executive
- respond to branch requests for input and support the executive clearance process
- prepare high quality written material for a range of audiences to support directors and the Executive.

Eligibility

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

Eligibility to obtain an Australian Government Security Clearance:

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

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

Notes

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Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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	Nathan Tran, 0422 546 517
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0730971

Department of Social Services

Closing Date: Wednesday 18 October 2023

Communities
Income Management Policy and Technology

Job Title	EL1 - Assistant Director, Data Strategy
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$113,563 - \$128,907
Classification	Executive Level 1
Position Number	EXT-2023-1006
Agency Website	https://www.dss.gov.au/

Job Description

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

The Income Management Data Section sits within the Income Management Policy and Data Branch. Using a range of data sources to monitor and evaluate the Income Management and enhanced Income Management programs, the Section also supports other Income Management business areas with their data requirements, informing policy and program development.

Additionally, the Section facilitates ongoing engagement with relevant States and Territories to develop data sharing arrangements for the delivery of enhanced Income Management to communities across Australia.

The successful candidate will be responsible for facilitating and fostering strong working relationships with various government agencies and community organisations across relevant States and Territories to establish and maintain data sharing arrangements with the department.

Duties

- stakeholder engagement including organising and conducting meetings with a range of internal and external stakeholders to achieve required outcomes
- assist with relationship management of Services Australia, ensuring service delivery is meeting expectations and within policy guidelines
- undertake general program management tasks including input to various reporting requirements of the Executive
- lead and manage a small team
- organise and coordinate branch requests for input and support the branch manager through the clearance process
- prepare high quality written material for a range of audiences to support directors and the Executive.

Eligibility

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

include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

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

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

Notes

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

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Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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To Apply

Position Contact	Nathan Tran, 0422 546 517
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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National Disability Insurance Agency

Closing Date: Wednesday 18 October 2023

Service Design Division
Service Guidance

Job Title	APS 5 Guidance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Newcastle NSW, Geelong VIC, Richmond VIC, Adelaide SA
Salary	\$80,243 - \$86,384
Classification	APS Level 5
Position Number	1546_09/23
Agency Website	https://www.ndis.gov.au

Job Description

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

Would you want to play a part in making a positive difference to the lives of millions of Australians? To work in a team to enhance the experience of Schemes participants and staff? We have an exciting new opportunity to join the NDIA as an APS5 Guidance Officer within the Service Guidance and Practice Branch.

The Service Guidance and Practice Branch is responsible for presenting Agency policy, improvements and system enhancements in clear operational guidelines to support the Agency's front line team. This guidance enables front line staff to make consistent decisions and participants to have choice and control over their lives.

The Service Guidance and Practice branch aims to create world class guidance. They translate Agency policy into clear and customer-centric guidance so that people with disability can have choice and control over their lives.

*Please note – This role follows Affirmative Measures provisions. The affirmative measure positions are to improve employment opportunities for people with disability and First Nations People in the Australian Public Service.

Duties

As a Guidance Officer, your work will require you interpret the policy and legislative environment the branch operates in. This would include understanding and translating the NDIS Act and NDIS Rules into Our Guidelines. You will play an instrumental role in managing the communications and engagement with internal as well as external stakeholders.

Responsibilities of the role will include but are not limited to:

- Draft content for a range of written material including Our Guidelines, knowledge articles and participants focused documents
- Use your plain English writing skills to translate legislation rules and policy into audience appropriate content
- Provide advice, procedural guidance and technical expertise in specific areas
- Collaborate with team members to achieve program, project and business outcomes.

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.

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 three 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.

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	Sally Foster, 07 5502 4020
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0731006

National Disability Insurance Agency

Closing Date: Wednesday 18 October 2023

Service Design Division
Service Guidance

Job Title	APS 6 Guidance Lead
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Geelong VIC, Newcastle NSW, Richmond VIC, Adelaide SA
Salary	\$89,612 - \$99,072
Classification	APS Level 6
Position Number	1548_09/23_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Are you looking for a role where you can be part of the NDIA's goal to build a world-class Scheme, contribute to making a positive difference to the lives of millions of Australians? We have an exciting new opportunity to join the NDIA as an APS6 Guidance Lead within the NDIA's Service Guidance and Practice Branch.

The Service Guidance and Practice Branch is responsible for presenting Agency policy, improvements and system enhancements in clear operational guidelines to support the Agency's front line (National Delivery).

The Service Guidance and Practice branch aims to create world class guidance. They translate Agency policy into clear and customer-centric guidance so that people with disability can have choice and control over their lives.

*Please note – This role follows Affirmative Measures provisions. The affirmative measure positions are to improve employment opportunities for people with disability and First Nations People in the Australian Public Service.

Duties

As an APS 6 Guidance Lead, you will play a critical role in maintaining and managing communications and feedback from participants and disability peak bodies. Your role will be to ensure the participant is at the centre of all Agency's guidance.

Responsibilities of the role include but are not limited to:

- Representing the branch as a guidance subject matter expert in multi-disciplinary teams and delivering timely advice and guidance to the Agency's executive, Board, Minister, and other Australian Government Departments.
- Identifying and implementing innovations for all branch deliverables, including maintaining best practice.
- Establishing and maintaining strong relationships with key stakeholders, both internally and externally.
- Assisting in the development and updating of internal and external guidance with a participant focus and in accordance with our plain English and accessibility standards.

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.

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 for a further 12 months.
- 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.

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>

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	Sally Foster, 07 5502 4020
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0731023

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 18 October 2023

Corporate
Audit, Fraud & Risk

Job Title	APS 5 Project Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	177_10/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Audit, Fraud and Risk team is responsible for:

- Internal Audit – leading and managing the Commission’s internal audit and assurance program.
- Fraud – managing the Commission’s fraud control policy and plan, fraud risk assessment, and investigations of internal fraud.
- Risk – managing the Commission’s enterprise risk policy and framework.

We are seeking an enthusiastic and driven person with the relevant skills and experience in risk to join the Section at the APS5 level. **Duties**

Under the direction of the Director (and senior staff as required), the Project Officer is instrumental in supporting the Audit, Fraud and Risk section in the development and delivery of policy related projects and activities.

The APS5 Project Officer will:

- support and promote the NDIS Commission’s vision, mission and business objectives;
- confidently present written and oral communication in a clear and concise way;
- contribute to and prepare reports and policy documents to a high standard;
- have sound project coordination skills to assist in the delivery of the team’s work priorities;
- build and maintain relationships with a diverse range of internal and external stakeholders;
- provide sound administrative support and operational tasks including some research, analysis and reporting activities under the direction of senior staff;
- provide assistance as required to support the Audit and Risk Committee Secretariat function;

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 National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner’s core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency’s functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Baden McMaster, 0402 227 262
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0731025

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 18 October 2023

Corporate Division
Audit, Fraud and Risk

Job Title	APS 6 Project Officer, Risk
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	178_10/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Audit, Fraud and Risk team is responsible for:

- Internal Audit – leading and managing the Commission’s internal audit and assurance program.
- Fraud – managing the Commission’s fraud control policy and plan, fraud risk assessment, and investigations of internal fraud.
- Risk – managing the Commission’s enterprise risk policy and framework.

We are seeking an enthusiastic and driven person with the relevant skills and experience in risk to join the Section at the APS6 level. **Duties**

Reporting to the Assistant Director, Risk, the Project Officer will;

- provide technical knowledge on risk policy and practice;
- contribute to the review of the NDIS Commission's Enterprise Risk Management Framework and Policy, and associated guidance and educational materials;
- work on multiple projects concurrently to support business outcomes;
- use initiative and sound judgement to interpret legislation and work with key subject matter experts to ensure accuracy in procedural policy updates;
- support risk management practices by working with key business stakeholders to identify and document risk, cause, impacts and controls;
- develop and use tools to design risk management practices and inform reporting;
- provide technical expertise in progress reporting to key stakeholders, including governance forums and executives, to ensure relevant stakeholders are kept informed;
- develop and maintain active relationships with internal and external stakeholders;
- provide Secretariat services to support the NDIS Commission's Audit and Risk Committee; and
- contribute to team objectives and work flexibly across the Division to manage new and emerging projects, as required.

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>

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To Apply

Position Contact	Baden McMaster, 0402 227 262
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Parliamentary Department

Vacancy VN-0730849

Department of Parliamentary Services

Closing Date: Tuesday 24 October 2023

Finance and Property Services

Job Title	First Assistant Secretary, Finance and Property Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	JR31730
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

- Drive and deliver high quality and effective financial advice
- Plan and deliver ongoing capital works and building maintenance services
- Strategic leadership opportunity across the Department and Parliament

The Department of Parliamentary Services (DPS) supports the operations of the Parliament of Australia through unified, innovative and client-focused services to enable effective parliamentary democracy for the benefit of all Australians. The department provides services across the nation

including Parliament House in Canberra and over 230 electorate offices in every state and territory. As the custodian of the iconic Parliament House building, DPS is also responsible for delivering a broad range of services and experiences that enable engagement by the public with parliament and the parliamentary process.

The department is seeking to appoint a high performing First Assistant Secretary to continue to strategically shape, deliver and drive high quality and effective financial advice, capital works and building maintenance for the department and Parliament. Reporting to the Deputy Secretary the role sits as part of the Executive Leadership Team and is crucial in providing organisational leadership to a Division of over 200 employees.

The First Assistant Secretary, Finance and Property Services will be required to foster a culture that strives for professional customer focused service, innovative work practices, fiscal responsibility and accountability. Branches reporting to the role include Finance, Planning and Quality and Property Services.

To be considered for the role, you will be a highly regarded strategic leader, with experience in complex, service delivery environments. You are innovative in your thinking and demonstrate high levels of emotional intelligence with an ability to inspire and enhance capability across multi-faceted teams. You will demonstrate an ability to create a culture of customer centricity and true business partnering with internal stakeholders to provide strategic and technical advice. With proven experience implementing contemporary financial management solutions as well as the ability to manage complex and diverse portfolios, you apply a commercial and entrepreneurial mindset to deliver solutions.

Duties

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

Eligibility

The successful applicant will be required to obtain and maintain a Negative Vetting 2 (Top Secret) security clearance

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

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

To Apply

Position Contact	Ryan Webster or Karen Ireland, 0427 329 443 or 0452 548 494
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0731022

Department of Parliamentary Services

Closing Date: Monday 23 October 2023

Security
Security Enabling Services

Job Title	Senior Advisor Security Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	JR31599
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is looking for a highly motivated and experienced individual to fill a PSL6, Senior Advisor Security Policy vacancy within the Security Policy and Governance Section of the Security Enabling Services Branch.

The Department of Parliamentary Services (DPS) is the proud custodian of Australian Parliament House (APH), the working symbol of Australian democracy and a significant destination for our citizens and international visitors. Our people are employed in a broad and unique range of professional, customer service and trade-based roles, all joined by a shared purpose: to support the work of Parliament and parliamentarians with unified, client-focused and innovative

professional services, advice and facilities.

Every year, almost one million people visit Parliament House to experience the parliamentary process, the building's architecture, nationally significant art collections, events, tours, and food and dining experiences – all made possible by our people, who are active participants in an environment where no two days are the same.

The Security Enabling Services Branch is responsible for broader security functions to support the business of DPS and APH security arrangements, engaging with many different APH security stakeholders, including the AFP, the Department of the House of Representatives, the Department of the Senate, the Ministerial Wing Support and other entities within the Parliamentary precincts.

The successful candidate will have the following skills:

- demonstrated experience in policy and procedure development.
- sound communication skills, including experience in developing submissions and briefs.
- strong analytical and problem-solving skills to provide advice on complex, escalated and/or sensitive security matters for a range of internal and external stakeholders.
- strong stakeholder engagement and management skills, including the ability to build strategic relationships with executive staff.
- professional judgement and attention to detail to prepare and edit complex and/or sensitive documents.
- sound understanding of Protective Security Policy Framework (PSPF).

Duties

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

Eligibility

The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

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To Apply

Position Contact	Corin Thomson, 6277 2829
Agency Recruitment Site	https://jobs.dps.gov.au/

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Communications and the Arts

Vacancy VN-0730928

Australian Communications and Media Authority

Closing Date: Wednesday 18 October 2023

Corporate and Research
Research, Data, Regulation and Governance

Job Title	Manager, Data Governance
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$128,896 - \$152,477
Classification	Executive Level 2
Position Number	2222-2023-1
Agency Website	http://www.acma.gov.au

Job Description

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

We are looking for a talented and experienced manager to lead a high-calibre and growing team in planning, implementing and managing the ACMA's data governance lifecycle.

Duties

Your mandate encompasses the full range of data governance activities including data quality, privacy, security and compliance policies, supporting analytics, data usage and metadata management.

You will be in your element managing a multi-faceted change plan which will include:

- providing data governance support for the progressive deployment of advanced analytics including artificial intelligence and machine learning
- an evolving 'hub-and-spoke' model with a focus on building data governance capability at all levels of the organisation
- embedding and integrating data governance into a fast-paced whole-of-Agency digital transformation program
- working across government to promote and support data sharing opportunities.

You will thrive working in close partnership with a broad range of internal and external stakeholders.

This role is perfectly suited for a hands-on and pragmatic senior leader with great people skills and who is motivated to apply their deep subject matter expertise to lifting organisational capability.

Eligibility

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

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

Notes

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

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit [acma.gov.au](https://www.acma.gov.au) for more information on joining our team.

To Apply

Position Contact	Richard Bullock, 02 6219 5319
Agency Recruitment Site	https://www.acma.gov.au/careers

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